1982

THE STANDARD OF QUALITY
Standard B&P BLANK BOOKS & LOOSE LEAF DEVICES
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BOORUM & PEASE CO. BROOKLYN, N.Y.

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

FINANCIAL STATEMENT

JANUARY 1 - DECEMBER 31, 1981

RECEIPTS

Balance on Hand January 1, 1981	491,304.25
June Tax Distribution	1,823,447.03
December Tax Distribution	1,683,092.99
Rent	9,440.00
Fines	60,792.98
Books	2,390.34
Copier Receipts	63,005.20
Parking Lot Receipts (Light)	22,000.00
Parking Lot Receipts (Harrison & Washington) .	49,458.52
Parking Lot Interest	435.42
Miscellaneous	5,142.18
Insurance Claims	1,131.26
Fort Wayne Cinema Center	840.00
Cox Cable Communications Inc.	20,963.00
Indiana & Michigan Electric Co. Refund	3,579.80
Sale of Property - Annex	66,325.64
Outstanding Checks Prior to 1/1/79	1,842.01
Auditor of State of Indiana	69,427.36
Temporary Loans	1,200,000.00
TOTAL FUNDS	$5,574,617.98

DISBURSEMENTS

Services Personal	2,086,048.21
Services Contractual	451,779.21
Supplies	172,653.37
Material	9,000.00
Current Charges	287,044.18
Current Obligations	22,066.15
Properties	793,664.03
Temporary Loans	1,200,000.00
TOTAL EXPENDITURES	$5,022,255.15
Balance on Hand January 1, 1982	$ 552,362.83

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1981

1 SERVICES PERSONAL	
11 Salary of Librarian	37,000.00
12 Salary of Assistants	
121 Regular Assistants	1,438,009.03
122 Substitute and Part Time	322,380.90
13 Wages of Janitors	193,426.53
14 Other Compensation	
141 Technical and Professional	12,129.39
142 Employer Participation in Group Insurance	83,102.36
TOTAL	$2,086,048.21
2 SERVICES CONTRACTUAL	
21 Communication and Transportation	
211 Freight, Express and Drayage	651.55
212 Postage	14,500.00
213 Telephone Tolls and Telegrams	26,147.61
214 Professional Meetings	6,386.78
215 Gasoline and Oil	15,637.32
216 Other Transportation Expense	1,549.37
22 Heat, Light, Power and Water	
221 Electric Current	177,768.34
224 Water	3,830.43
225 Sewer	2,596.65
23 Printing and Advertising	
231 Advertising and Publication of Notices	617.03
24 Repairs	
241 Buildings and Structures	44,102.91
242 Equipment	21,941.88
243 Rebinding and Repair of Books	44,814.42
25 Services, Other Contractual	
252 Labor	7,276.86
253 Rental on Equipment	21,176.14
256 Service on Mechanical Equipment	56,506.92
257 Expense Developing Microfilm	6,275.00
TOTAL	$451,779.21

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1981

1 SERVICES PERSONAL

11 Salary of Librarian 37,040.00

12 Salary of Assistants
121 Regular Assistants 1,438,027.03
122 Substitute and Part Time 322,380.20

13 Wages of Janitors 193,423.37

14 Other Compensation
141 Technical and Professional 15,122.29
142 Employer Participation in Group Insurance 33,102.36

TOTAL 37,088,043.21

2 SERVICES CONTRACTUAL

21 Communication and Transportation
211 Freight, Express and Drayage 831.55
212 Postage 14,700.00
213 Telephone Tolls and Telegrams 25,147.41
214 Professional Meetings 4,398.78
215 Gasoline and Oil 15,437.22
216 Other Transportation Expense 1,349.27

22 Heat, Light, Power and Water
221 Electric Current 177,708.34
224 Water 3,270.42
225 Sewer 3,326.65

23 Printing and Advertising
231 Advertising and Publication of Notices 817.03

24 Repairs
241 Buildings and Structures 44,123.01
242 Equipment 21,523.86
243 Rebinding and Repair of Books 44,714.42

25 Services, Other Contractual
251 Labor 7,274.06
253 Rental on Equipment 21,174.14
255 Service on Mechanical Equipment 56,504.02
257 Expenses Developing Materials 6,274.00

TOTAL 8431,779.31

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1981

3 SUPPLIES	
31 Office Supplies	
311 Official Records	191.87
312 Stationary and Printing	12,130.99
313 Other Office Supplies	5,400.06
32 Other Supplies	
321 Other Library Supplies	65,044.87
322 Janitors Supplies	24,032.67
323 Photography Supplies	4,929.85
33 Coal, Fuel Oil and Gas	60,923.06
TOTAL	$172,653.37
4 MATERIAL	
44 General	
441 Materials and Parts for Equipment	6,000.00
442 Other General Materials	3,000.00
TOTAL	$9,000.00
5 CURRENT CHARGES	
51 Insurance and Bond Premiums	27,817.46
52 Rents	1,620.00
54 Dues	3,992.65
55 Employers Contribution, Retirement, O.A.S.I.	198,675.00
56 Transfer to Improvement Reserve Fund	50,000.00
58 Unemployment Tax	4,939.07
TOTAL	$287,044.18
6 CURRENT OBLIGATIONS	
62 Interest	22,066.15
TOTAL	$22,066.15
7 PROPERTIES	
72 Equipment	
721 Furniture	4,995.30
722 Office	5,840.85
724 Other Equipment	80,400.66
73 Books, Periodicals, Newspapers, Audio-Visual Material	702,427.22
TOTAL	$793,664.03
GRAND TOTAL	$3,822,255.15

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1981

3 SUPPLIES	
31 Office Supplies	
311 Official Records	191.87
312 Stationery and Printing	12,130.99
313 Other Office Supplies	5,500.05
32 Other Supplies	
321 Other Library Supplies	65,064.87
322 Janitors Supplies	24,072.67
323 Photography Supplies	4,729.95
33 Coal, Fuel Oil and Gas	40,923.06
TOTAL	91,72,653.37
4 MATERIAL	
44 General	
441 Materials and Parts for Equipment	6,000.00
442 Other General Materials	3,300.00
TOTAL	49,000.00
5 CURRENT CHARGES	
51 Insurance and Bond Premiums	27,817.45
52 Rents	1,620.00
54 Dues	3,723.65
55 Employers Contribution, Retirement, O.A.S.I.	178,675.00
56 Transfer to Improvement Reserve Fund	50,000.00
58 Unemployment Tax	4,280.07
TOTAL	5287,044.18
6 CURRENT OBLIGATIONS	
62 Interest	22,066.15
TOTAL	822,066.15
7 PROPERTIES	
72 Equipment	
721 Furniture	4,095.30
722 Office	5,840.85
724 Other Equipment	80,400.66
73 Books, Periodicals, Newspapers, Audio-Visual Material	202,827.22
TOTAL	8723,664.03
GRAND TOTAL	83,822,255.15

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

COMPARATIVE STATISTICS

Year	Expenditures	Cash Balance
1977	3,129,137.61	289,427.95
1978	3,212,711.47	355,415.20
1979	3,399,735.42	524,307.94
1980	3,386,992.01	491,304.25
1981	3,822,255.15	552,362.83

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

COMPARATIVE STATISTICS

Year	Expenditures	Cash Balance
1977	3,129,137.61	329,437.05
1978	3,312,711.47	385,413.20
1979	3,399,735.42	534,307.96
1980	3,394,902.01	491,304.25
1981	3,522,255.13	512,502.83

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

BOND AND INTEREST REDEMPTION FUND

FINANCIAL STATEMENT

JANUARY 1 - DECEMBER 31, 1981

RECEIPTS

Balance on Hand January 1, 1981.....	297,340.24
June Tax Distribution	327,035.65
December Tax Distribution	301,898.11
TOTAL FUNDS	$926,274.00

EXPENDITURES

Current Obligations	174,762.50
Debt Payments	410,000.00
TOTAL EXPENDITURES	$584,762.50
Balance on Hand January 1, 1982	$341,511.50

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

22 January 1982

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/CA

Re: Board Meeting of 28 January

The Board of Library Trustees will meet in regular session in the Board Room of the Main Library at 3:00 p.m. on Thursday 28 January. Rather than provide a table of contents of the enclosed packet, I have keyed each document to its appropriate place on the agenda. The agenda can be used as the table of contents to the packet. Where there is no document provided to correspond with the item listed on the agenda, an oral report or action item will be brought to the Board at the meeting.

I look forward to seeing you next Thursday.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

AGENDA
Board of Library Trustees
Allen County Public Library
Board Meeting
28 January 1982
3:00 p.m., Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the agenda.

2. Approval of the Minutes of the 22 December 1981 Board meeting.

3. Adoption of By-Laws amendments, Section 16.

4. Election of officers.

5. Report of the Director.
   a. Legislation.
   b. Newspaper advertisement and other publicity and media coverage.
   c. Telecommunication Center developments.
   d. Action planning.
   e. Other.

6. Report on summary of Library activities in 1981.

7. Georgetown Branch Library roof investigation. Mr. Tazian.

8. Approval of a joint promotional activity with Atz's Restaurant.

9. Introduction of Cynthia Woodruff, Children's Services Manager.

10. Approval of the following salaried appointments:

    Cynthia Woodruff, Children's Services Manager, Grade 7, $18,288.
    Linda Bird, Circulation Services Clerk, Grade 2, $8360.
    Kevin Roe, Business and Technology Clerk, Grade 3, $8987.
    Rebecca Young, Children's Services Librarian, Grade E, $14,630.
    Devaun Patten, Processing Services Manager, Grade E, $15,500.
    Joan McIntosh, Secretary, Grade 3, $8987.

11. Approval of payment of the following bills:

Operating Fund	$113,373.87
Library Building and Equipment Fund	312.58
Lincoln National Life Insurance Co.	2,393.13
PERF - OASI Division	14,971.33
Public Employees Retirement Fund	12,163.86
Public Employees Retirement Fund	21,727.92
PERF - OASI Division	117.25
Indiana and Michigan Electric Co.	8,630.67
Indiana Employment Security Division	267.00

12. Other Business.

13. Adjournment of the regular meeting.

14. Executive Session concerning personnel matters.

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

28 January 1982

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 28 January 1982. All members were present. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the Minutes of the 22 December 1981 Regular Board Meeting. The Board approved the Minutes as circulated.
3. Adoption of By-Laws amendments. The Board adopted the following amendment to the By-Laws of the Board of Library Trustees of the Allen County Public Library. Section 16 was amended to read: "All officers of the Allen County Public Library shall be elected annually for a term of one year at the regular January monthly meeting of the Board of Library Trustees. All officers shall continue in office until their successors have been elected."
4. Election of officers. Mrs. Gates presented the following slate of officers, as proposed by the committee on the slate:

   President - Alan McMahan
   Vice President - Lu Ann Beaman
   Secretary - Patricia V. Beers
   Treasurer - Zohrab Tazian

   All officers were unanimously elected. Mr. Mather turned the chair over to the new president, Mr. McMahan. Mr. McMahan thanked the Board for electing him. He thanked Mr. Mather for serving as President of the Board during its first two years. The Board adopted the following resolution of thanks to George R. Mather: The Board of Library Trustees expresses our appreciation and thanks to George R. Mather, who has served as president of the Board during 1980 and 1981. Your leadership

and vision have set a positive direction for us in overseeing this vital community service.

5. Report of the Director. Dr. Ashton reported on the following matters:

   a. Legislation. Representative Mitchell Harper has introduced proposed language into House Bill 1329, a major recodification bill which would stabilize the legal basis of the Allen County Public Library. This bill, amended as Representative Harper proposed, was approved and recommended for passage by the House Committee on Cities and Towns on 21 January. Senate Bill 302, which would empower public libraries to pay reasonable travel expenses for out-of-town candidates for employment and reasonable moving expenses for new employees, will not be heard in committee. House Bill 1296, the tax appeal bill, was scheduled for a hearing on 22 January. House Bill 1261, an emergency appropriation for the Indiana Cooperative Library Services Authority, is also scheduled for a hearing. House Bill 1191, state support for the Area Library Services Authorities, has not been scheduled for a hearing.

   b. Dr. Ashton summarized recent publicity activities of the Library.

   c. Telecommunication Center developments. Four hundred forty-four local programs have been generated during the first year of operation.

   d. Action planning. The staff expects to bring the 64-objective action plans together into a master action plan for submission to the Board within the next several months.

   e. Other. Dr. Ashton distributed copies of a report by consulting engineer David Coil concerning the Tecumseh Branch Library building.

6. Report on summary of Library activities in 1981. Dr. Ashton distributed to the Board members and discussed a report showing a Four-Year Spending Comparison from 1978 through 1981.

7. Georgetown Branch Library roof investigation. Mr. Tazian said we should begin now so that we have a solution when nice weather comes. He has been investigating a fluid material which would be applied to all the joints. He will investigate and give a report at the next meeting.

8. Approval of a joint promotional activity with Atz's Restaurant. The Board approved the proposed activity, a Monopoly contest to be held at the Shawnee Branch Library on 7 April 1982 with prizes provided by Atz's.

9. Introduction of Cynthia Woodruff, Children's Services Manager. Dr. Ashton introduced Cynthia Woodruff to the Board members. She spoke briefly of her hopes and plans for Children's Services.

10. Approval of the following salaried appointments:

    Cynthia Woodruff, Children's Services Manager, Grade 7, $18,288.
    Linda Bird, Circulation Services Clerk, Grade 2, $8360.
    Kevin Roe, Business and Technology Clerk, Grade 3, $8987.
    Rebecca Young, Children's Services Librarian, Grade E, $14,630.
    Devaun Patten, Processing Services Manager, Grade E, $15,500.
    Joan McIntosh, Secretary, Grade 3, $8987.

    The Board approved the salaried appointments.

11. Approval of payment of the following bills:

Operating Fund	$113,373.87
Library Building and Equipment Fund	312.58
Lincoln National Life Insurance Co.	2,393.13
PERF - OASI Division	14,971.33
Public Employees Retirement Fund	12,163.86
Public Employees Retirement Fund	21,727.92
PERF - OASI Division	117.25
Indiana and Michigan Electric Co.	8,630.67
Indiana Employment Security Division	267.00

    The Board approved payment of the bills as submitted.

12. Other business. None.

13. Adjournment of the regular meeting. The Board adjourned.

14. Executive Session concerning personnel matters.

AGENDA ITEM 3
Requested Action: Adoption of Amendment

AN AMENDMENT TO THE BY-LAWS OF THE BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

SECTION 16. Election of Officers, which now reads as follows: "All officers of the Allen County Public Library shall be elected annually for a term of one year at a special organizational meeting held before January 10 of each year," shall be amended to read: "All officers of the Allen County Public Library shall be elected annually for a term of one year at the regular January monthly meeting of the Board of Library Trustees. All officers shall continue in office until their successors have been elected."

AGENDA ITEM 4
Requested Action: Election of Officers

PROPOSED SLATE OF OFFICERS
Allen County Public Library
1982

The Committee on the slate proposes the following nominees:

President - Alan McMahan

Vice President - Lu Ann Beaman

Secretary - Patricia V. Beers

Treasurer - Zohrab Tazian

Submitted by the committee on slate: George R. Mather
Patricia V. Beers
Rae Gates, chairperson

AGENDA ITEM 5
Requested Action: Receive Report

REPORT OF THE DIRECTOR

a. Legislation. The proposed legislative initiative which the Board authorized the Director and Attorney to undertake, a technical amendment to the section of the Indiana Code creating the Allen County Public Library, has advanced considerably. Representative Mitchell Harper has introduced proposed language into House Bill 1329, a major bill which revises a large number of small sections of the Indiana Code to bring them into conformance with present population and other changed circumstances. This bill, with Representative Harper's amendment included, was approved and recommended for passage by the House Committee on Cities and Towns on 21 January. I testified in favor of the proposed amendment and no objections were raised. The bill will need to be monitored as it passes through second and third readings in the House and on to the Senate. I will keep the Board informed of developments.

Another bill of interest, Senate Bill 302, would empower public libraries to pay reasonable travel expenses for out-of-town candidates for professional employment and reasonable moving expenses for new employees. This bill, introduced by Senator Elmer MacDonald, has not been scheduled for a hearing in the Senate Committee on Governmental Affairs, so it is effectively dead for this session.

Three other bills of interest to public libraries are also in the hopper. House Bill 1296, the tax appeal bill, sponsored by Representative Bill Long, chairman of the House Ways and Means Committee, is essentially the

same bill which the Allen County Public Library Board agreed to support last year. This bill would permit public libraries to appeal their property tax levies within certain limits. The bill was scheduled for a hearing on 22 January. House Bill 1261, sponsored by Representative James Hunt of Fort Wayne, is a request for an emergency appropriation of $95,000 to the Indiana Cooperative Library Services Authority, a statewide consortium which provides computer cataloging and other information services to many libraries. This extra appropriation is for increased telecommunications costs resulting from recent rate increases of the various telephone companies. The Allen County Public Library is a member, but not a major user of the services of the Indiana Cooperative Library Services Authority. The bill was also scheduled for a hearing before the Ways and Means Committee on 22 January. Finally, a request for $508,000 in House Bill 1191, for state support of the Area Library Services Authorities, has been introduced. Representative Mitchell Harper is a co-sponsor. This additional support for the area consortia of libraries in the state will not advance, having not been scheduled for a hearing in this session.

I will continue to monitor and report on legislation affecting the Library.

b. Advertising, promotion, and news coverage of the Library and its services are proceeding very effectively. During the weekend of 16 and 17 January, we ran a full-page advertisement in both Fort Wayne newspapers, describing the Library and its services and capsulizing some 1981 statistics. Reader response to this advertisement, supported by the

gift of the Friends of the Allen County Public Library, has been very positive. Meanwhile, news coverage of Library activities and services has continued to grow. A large article on services to children appeared in the Journal-Gazette last week. Channel 15, in a local public-interest show entitled Daybreak, produced by Becky Haxby, will have about five minutes on a Library topic each Tuesday morning at 6:30 a.m. during the next several months. The first two segments have already been taped and filmed, and people who watch television at 6:30 a.m. have spoken to me concerning them. Miscellaneous public service announcements and spot coverage by radio and television have been excellent. In addition, we have a new book bag, designed to promote the Library as it is carried throughout the community.

c. Telecommunication Center developments during the first year of operation of the studio have been excellent. Four hundred forty-four locally-produced programs were generated during the first year of operation, with a full-time staff of three persons and many volunteers. Because of the heavy use of the access studio facility and the high level of public interest, Fort Wayne Cablevision has agreed to fund a fourth full-time position on the staff of the Telecommunication Center. This willingness to support an important information community service is most encouraging.

d. Action planning is a major part of every job at the Library now. The 64 objectives included in the revised list of goals and objectives of the proposed Five-Year Plan each have a task group devoted to planning the actions which will achieve the objectives. The Board Room, pressed into service as the planning record office, gives evidence of the level of

activity. Several of the objectives have been advanced to quite detailed planning stages, while others are still in the earlier stage of analysis of alternatives. We expect to bring all this together into a master action plan for submission to the Board within the next several months.

AGENDA ITEM 8
Requested Action: Approval

JOINT PROMOTIONAL ACTIVITY WITH ATZ'S RESTAURANT

The staff of the Shawnee Branch Library have negotiated a joint promotional activity with Atz's Restaurant. The activity is a Monopoly contest to be held at the Shawnee Branch on 7 April 1982. The Library would provide the space, promote and manage the contest, and attempt to involve a group of young and perhaps not-so-young people in an activity which is fun and this may or may not be educational. Atz's Ice Cream Shoppe would provide the prizes for the winners of the contest. The attached flyer and registration information gives further information about the proposed activity.

I recommend the approval of this joint promotional activity by the Board of Library Trustees.

* April 7th 1982 *

The

ALLEN COUNTY PUBLIC LIBRARY

and

ATZ'S ICE CREAM SHOPPES

presents a

MONOPOLY CONTEST

PRIZES!

* FREE HALF GALLONS OF ATZ'S ICE CREAM

* AND MORE (COME SEE!)

GRAND PRIZE!

* DINNER FOR TWO AT ANY ATZ'S ICE CREAM SHOPPE

* A MONOPOLY GAME

* 3 FREE HALF GALLONS OF ATZ'S ICE CREAM

YOU MUST PREREGISTER BEFORE APRIL 2 at 6 PM in PERSON AT SHAWNEE BRANCH LIBRARY, AND PICK UP DETAILS.

CONTEST WILL BE HELD AT SHAWNEE BRANCH LIBRARY

5600 NOLL AVENUE

HURRY! ONLY 50 SPACES AVAILABLE

PRELIMINARY ROUND AT 9:45

FINALISTS ROUND AT 1:00

TO ALL PARTICIPANTS

CONTEST WILL BE HELD AT: SHAWNEE BRANCH LIBRARY--5600 NOLL AVENUE

ON: APRIL 7th, 1982

PRELIMINARY ROUND AT: 9:45

FINALISTS ROUND AT: 1:00

GRAND PRIZE!

DINNER FOR TWO AT ANY ATZ'S ICE CREAM SHOPPE, A MONOPOLY GAME, AND THREE FREE HALF GALLONS OF ICE CREAM FROM ATZ'S.

OTHER PRIZES!

EACH FINALIST OF THE PRELIMINARY GAMES WILL WIN ONE FREE HALF GALLON OF ATZ'S ICE CREAM, THE RUNNER UP TO THE GRAND PRIZE WINNER WILL ALSO WIN A MONOPOLY GAME, AND MORE (COME SEE).

HOUSE RULES

1) GAMES WILL LAST 2 (TWO) HOURS EACH, EVERY ONE WILL PLAY AT A GAME WITH RANDOMLY PICKED PLAYERS IN THE PRELIMINARY ROUND.

2) THERE WILL BE AN OFFICIAL OR OFFICIALS WITH RULES AND IN ANY DISPUTES THEIR JUDGEMENT WILL BE FINAL!

3) THE GAMES WILL BE PLAYED ACCORDING TO THE RULES GIVEN BY PARKER BROTHERS

4) EACH FINALIST WILL BE ASKED TO COME TO THE FINALISTS ROUND IN THE AFTERNOON. IF A FINALIST IS NOT ABLE TO COME, NO SUBSTITUTING WILL BE MADE.

5) WHEN GAMES ARE IN SESSION, FAMILY AND FRIENDS MAY WATCH FROM DESIGNATED AREAS. THEY SHOULD BE QUIET AND NOT MAKE REMARKS. *AGAIN ALL JUDGEMENTS OF WATCHING PERSONS STAYING OR BEING ASKED TO LEAVE FROM OUR OFFICIALS WILL BE FINAL!* PLAYERS ALSO SHOULD ACT IN A MANNER BECOMING GOOD SPORTSMANS!

ALL RULES ARE SUBJECT TO CHANGE IF NECESSARY AND WILL BE ANNOUNCED BEFORE ALL GAMES.

AGENDA ITEM 9
Requested Action: Information

INTRODUCTION OF CYNTHIA WOODRUFF, CHILDREN'S SERVICES MANAGER

Cynthia Woodruff joined the staff of the Allen County Public Library as Children's Services Manager in early January. Before coming to Fort Wayne, she served as manager of the children's area at the Meadville, Pennsylvania, Public Library. She has been active as a builder of library collections and developer of programs. She has served as chairperson of the Children's and Young People's Services Division of the Pennsylvania Library Association. She is co-editor of the Idea Exchange Handbook, a large compendium of ideas for youth librarians. She has written several successful grant applications and has been active as a public speaker in many settings. Her undergraduate degree is from the State University College of New York at Geneseo and her master's degree in library science is from the University of North Carolina at Chapel Hill. She has also studied at the University of Nottingham in England.

Ms. Woodruff will be present at the Board meeting to meet the Board and speak briefly of her hopes and plans for Children's Services.

AGENDA ITEM 14
Requested Action: Discussion

EXECUTIVE SESSION CONCERNING PERSONNEL

Mrs. Wilma Eck, an employee in the acquisition services department of the Technical Services Division, has written a letter dated 25 January 1982 to all members of the Library Board, requesting that the Library Board change the policy with regard to salary classification of her position and other clerical positions.

I request that the Board discuss Mrs. Eck's letter and the issue it raises in executive session and that a written response from the Board be made to her letter. I will provide further background information and propose a specific written response at the time of the meeting.

To: Members of the Library Board
Subject: Wage classification for #2 and #3 employees
Date: January 25, 1982

Dear Board Member:

I wish to bring to your attention employees classified as #2 and #3 are hired at the same salary as those employees that have been in the Library System for years. The employees feel this policy is very unfair. They have lost their incentive and the morale is low.

I have enclosed a letter to you to give you an idea of my background and the input I have given our Library System. I have also enclosed the reason they have given me for not being reclassified. I do not feel that I was fairly judged. If I was able to help build the Genealogy Collection, surely I should be recognized for doing professional work.

Please study this letter carefully. I do not come to you to judge me, but the policy which you are approving. I hope by bringing the administration's policy to your attention you see a need of a grading system to recognize the senior employee. Last year I was informed I would be judged on these conditions..and it would be reflected on this years budget, but it was not done. The senior employee, if they can, are leaving. Now is the time for action before more of the trained help discourage and leave.

Thank you for your time. I know you care, because you are a member of the Library Board. I know you believe in honesty and fairness. Certainly this policy is unfair. If my thinking is wrong, it has not been proven. You must be the judge. If you wish further elaboration I will gladly have a meeting with you.

Wilma Eck (Mrs)
Aquisition Services

Wilma Eck

Xc: Dr. Ashton
Xc: Charleen Holly
Xc: Luana Stanley

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

August, 1981

RICK J. ASHTON
DIRECTOR

Re: Job Reclassification
From: #3 Clerk-typist
To: #5 Library Assistant

To whom it may concern:

For ten years at the Allen County Public Library my main duties were searching the Genealogy Collection for books we lack so we could get the material to Xerox. This was the main source for the books for the Genealogy Collection. During this time the work volume was so large that I had several helpers to oversee and make a report to the Head Librarian for the books to be brought in. During this time my knowledge for the collection was unquestionable and I still maintain it.

Now, two years later with the change in Administration our back log of Genealogy uncatalogued books has left me in a position to be able to buy Genealogy books without duplications. After the books are purchased it is my responsibility to determine if the quotes we used for purchase were misquoted or if the material we have received has been misrepresented. I have returned many books for this reason and have saved the Library many dollars. At the time of processing these books I pass on much information I acquired at the time of searching. I save the cataloguer time for she will know that the book is an add-on, revised edition or family supplement, even to the point of supplying catalogue Numbers.

My added duties along with Genealogy has been volume buying of arts, music and audio visual. Some orders have run higher than 500 items and each item requires an order slip. I have received little help, but with my experience I am able to expedite these orders with the minimum of time.

I feel that with my 12½ years with the Library System and with the background I have been able to acquire, that my job entails much more knowledge that a clerk-typist classification. I maintain that with the many dollars that I save our Library System along with the many responsibilities that I assume, entitle me as a #5 Library Assistant.

I will appreciate the time and consideration you give me to receive this classification.

Wilma Eck

Wilma Eck
Order Division
Technical Services

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

September 1, 1981

To: Wilma Eck, Charlene Holly
From: Luana Stanley

Your position requires duties of a clerical nature only. The position does not require any cataloging responsibilities and does not require supervision of personnel on a regular basis. I cannot recommend a reclassification at this time.

Luana

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

January 28, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

DECEMBER 1981

Main Library Fines		2,877.76
Georgetown Branch Library	943.01	
Hessen Cassel Branch	335.75	
Little Turtle Branch	296.20	
Pontiac Branch	18.90	
Shawnee Branch	320.63	
Tecumseh Branch	219.30	
Waynedale Branch	228.80	
Harlan Branch	39.95	
Monroeville Branch	22.00	
New Haven Branch	87.05	
Woodburn Branch	34.25	
Bookmobile #2	32.00	
Bookmobile #4	20.50	
Bookmobile #5	16.00	
Bookmobile #7	15.00	2,629.34
Rent (Tri-Alsa)		300.00
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (H & W)		2,629.90
Copier Receipts		4,077.65
Insurance Claim		143.90
Mileage (Ashton & Otter)		158.21
Subscription Fees		100.00
Telephone Pay Station Commission		10.87
Reserve Postals		13.00
Books		174.19
Pamphlets		20.95
Film Catalogs		21.00
		$15,156.77

APPROVED

DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

January 28, 1982

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES DECEMBER 16, 1981 - JANUARY 15, 1982

1981				
Dec.	16	Postage	212	4.26
	18	Postage	212	10.26
		Carwash	216	3.00
	21	Postage	212	5.88
	22	Gasoline	215	10.02
	29	Postage	212	4.14
	30	Postage	212	10.17
1982				
Jan.	6	Postage	212	1.23
	7	Paper plates, cups, napkins	321	14.04
	8	Punch	321	13.31
		Postage	212	5.66
	10	Gasoline	215	10.00
				$91.97

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills January 28, 1982

Bell & Howell	Reader, 15MM Lens, 25MM Lens, Lens Kit	$312.58

Rae Yates

Vivian Bess

Mary Kaufman

Diane McKeown

[illegible]

Julian Foorman

APPROVED

[illegible]

DIRECTOR

February 15, 1982

Mr. Richard G. Adams
Senior Loan Officer
Lincoln National Bank and Trust Co.
116 East Berry Street
Fort Wayne, Indiana 46802

Dear Mr. Adams:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $950,000.00 for the general operating fund. The Board will require on an in and out basis the total of $950,000.00 for operating expenses for the period March 1, 1982 until June 30, 1982, all dates are inclusive.

Said sealed bids will be received at the regular meeting of said Board on February 25, 1982 at 3:00 p.m. at the Main Library, 900 Webster Street, Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Such Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an Affidavit that no collusion exists between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Yours very truly,

Rick J. Ashton
Director

RJA:jjb

COPY

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donnelly P. McDonald Sr., President
Peoples Trust and Savings Co.
913 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. William G. Kemp, Executive Vice President
Indiana Bank and Trust Co.
915 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay R. Powell, President
Anthony Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

COPY

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 East Berry Street
Fort Wayne, Indiana 46802

Mr. Donald K. McDonald Sr., President
Peoples Trust and Savings Co.
913 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. William C. Kerr, Executive Vice President
Indiana Bank and Trust Co.
915 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay R. Powell, President
Anthony Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 February 1982

MEMO

To: All Board of Library Trustees Members

From: Rick Ashton Rick Ashton/lcA

Re: 25 February Board Meeting

The Board of Library Trustees will meet in regular session in the Board Room of the Main Library at 3:00 p.m. on Thursday 25 February. As you can see from the enclosed packet, the agenda is fairly brief.

I look forward to seeing you next Thursday.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
Allen County Public Library
Board Meeting
25 February 1982
3:00 p.m., Board Room, Main Library,
900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the agenda.

2. Approval of the Minutes of the 28 January 1982 Board meeting.

3. Opening of bids and awarding of temporary loan of $950,000.

4. Report of the Director:
   a. Legislation.
   b. Action planning.
   c. Weather closings.
   d. Other.

5. Appointment of committees.

6. Georgetown Branch Library roof investigation. Mr. Tazian.

7. Appointment of Rick Ashton as a director of the Indiana Cooperative Library Services Authority, representing the Allen County Public Library.

8. Approval of the following salaried appointments:
   James Abbott, programmer, Telecommunication Center, Grade 3, $8987.

9. Approval of payment of the following bills:

Operating Fund	$96,432.98
Gift Fund	4,570.96
Blue Cross Hospital Service	4,002.00
Lincoln National Life Insurance Co.	2,382.31
United Way of Allen County Forecasting the Environment Seminar	20.00
PERF - OASI Division	10,728.97
Indiana and Michigan Electric Co.	9,614.60
Indiana Employment Security Division	131.00
Keye Productivity Center, Inc.	384.00

10. Other business.

11. Adjournment. Following adjournment: a report on the Business and Technology Department by Wesley Avins, Business and Technology Department manager.

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

25 February 1982

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 25 February 1982. Members present were: Mr. Alan McMahan, Mrs. Rae Gates, Mrs. Mary Koehlinger, Mrs. Patricia Beers, and Mr. Zohrab Tazian. Mr. McMahan presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the Minutes of the 28 January 1982 Board meeting. The Board approved the minutes as circulated.
3. Opening of bids and awarding of temporary loan of $950,000. The following bids were opened and read aloud:

Indiana Bank	10 7/8%
Lincoln National Bank	No Bid
Fort Wayne National Bank	12%
Anthony Wayne Bank	Prime Rate

The Board awarded the temporary loan to Indiana Bank at 10 7/8%.

4. Report of the Director. Dr. Ashton reported on the following matters:
   a. Legislation. The legislature adopted two bills directly affecting the Allen County Public Library during the 1982 session. House Bill 1296 will permit public library districts to appeal their property tax levies under certain conditions. House Bill 1329, which contains a small section pertaining exclusively to the Allen County Public Library, revises and corrects technical deficiencies in the earlier legislation which created the Allen County Public Library. Senate Bill 302, introduced by Senator Elmer MacDonald, pertaining to the payment of candidate and new employee interviewing and moving expenses for public library districts, did not receive a hearing in committee. The Board directed Dr. Ashton to pursue further information concerning the

rejection of this bill, with a view to reintroducing it or a revised version of it in the next session.

b. Action planning. With the work of the 64 action planning task groups well advanced, the staff expect to come to the Board with a series of long-range planning policy decisions in June or July.

c. Weather closings. Because of severe weather and declared snow emergencies, the operations of the Allen County Public Library were closed all day on 1 February 1982. The Library closed early, at 3:30 p.m. on 4 February 1982. On 5 February 1982 the Library opened late, at 12:00 noon.

d. Other. None.

5. Appointment of committees. Mr. McMahan appointed the following Board committees:

Personnel: Mr. Mather, chairman, Mrs. Gates, Mrs. Beaman.

Compensation: Mr. Mather, chairman, Mrs. Beaman, Mr. McMahan.

Insurance: Mr. Tazian, chairman, Mrs. Beers, Mrs. Koehlinger.

6. Georgetown Branch roof investigation. Mr. Tazian reported favorable findings about materials and methods for coating and sealing the present metal roof. Estimates in the range of $15,000-$20,000 have been secured. Before determining a method, he indicated that he, Dr. Ashton, and others would visit sites where this method had been used on metal roofs. If this method appears to be appropriate, the most favorable time for application would be between April and June, when the metal roof is still in a contracted condition. Specifications for the work will be developed by Mr. Tazian, Dr. Ashton, and Mr. Coil. The Board adopted a resolution authorizing the advertisement for bids for the work, upon specifications to be developed. Bids are to be opened at the 25 March 1982 Board meeting.

7. Appointment of Rick Ashton as a director of the Indiana Cooperative Library Services Authority, representing the Allen County Public Library. The Board approved the appointment.

8. Approval of the following salaried appointments:

   James Abbott, programmer, Telecommunication Center, Grade 3, $8987.

   The Board approved the appointment of James Abbott.

9. Approval of payment of the following bills:

Operating Fund	$96,432.98
Gift Fund	4,570.96
Blue Cross Hospital Service	4,002.00
Lincoln National Life Insurance Co.	2,382.31
United Way of Allen County Forecasting the Environment Seminar	20.00
PERF - OASI Division	10,728.97
Indiana and Michigan Electric Co.	9,614.60
Indiana Employment Security Division	131.00
Keye Productivity Center, Inc.	384.00

   The Board approved payment of the bills as submitted.

10. Other business. Dr. Ashton reported that the staff, with the help of consulting engineer David Mattson, have developed specifications for three energy conservation projects: replacement of burners in Main Library boilers; electrostatic water treatment equipment for the heating and cooling of water for the Main Library; and an automated energy management control system for the Main Library. He requested that the Board adopt a resolution to advertise for bids for these three projects, with the bids to be opened at the 22 April 1982 Board meeting. The Board adopted a resolution to advertise.

11. Adjournment. The Board adjourned.

    Following adjournment a report on the Business and Technology Department was given by Wesley Avins, Business and Technology Department manager.

AGENDA ITEM 6
Requested Action: Approval

Public Library Application for State Funds

To: State Board of Tax Commissioners

The Allen County Public Library
(legal name of library)

900 Webster Street, P.O. Box 2270, Fort Wayne, Indiana 46801
(address of library)

STATE OF INDIANA, Allen COUNTY, ss:

we hereby apply for the distribution of state funds to public libraries.

Amount of current operating budget $ 4, 110,100

Converted to Public Library Law of 1947 No (yes or no)

or

Adopted provisions of Public Library Law of 1947 Yes (yes or no)

Provides free library cards for all county residents Yes (yes or no)

Provides library cards for a fee for all county residents No (yes or no)

Signed by:

(MUST BE SIGNED BY MAJORITY OF LIBRARY BOARD MEMBERS)

Please return completed application by May 1, 1982, to State Board of Tax Commissioners, 201 State Office Building, Indianapolis, Indiana 46204.

TO: ALL LIBRARY DIRECTORS

FROM: STATE BOARD OF TAX COMMISSIONERS

DATE: MARCH 15, 1982

IC 4-23-7-28 establishes a method for distributing state funds to certain library districts. On the reverse side of this page you will please find an application for these state funds.

Some of the provisions of this section are:

> A library district must be subject to the provisions of IC 20-13-1 or IC 20-13-24.
>
> The district must submit . . . not later than May 1 . . . an application.
>
> The auditor of state shall issue the warrants . . . not later than August 1.
>
> The governing body of a public library district . . . may appropriate the funds for any purpose for which the operating fund revenues of the district may be used.
>
> A public library district that does not provide for the issuance of free library cards or for the issuance of library cards for a fee to all individuals who reside in the county in which that public library district is located, shall not be considered an eligible public library district.

INDIANA BANK

915 South Clinton
Fort Wayne, Indiana 46802

Member FDIC

February 23, 1982

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Re: Temporary Loan to Public Library of Fort Wayne and Allen County

Dear Mr. McMahan:

Per Mr. Rick J. Ashton's letter dated Februray 15, 1982, we have been asked to bid on a temporary loan dated March 1, 1982, for the sum of $950,000.00 due and payable on or before June 30, 1982. Assuming the fully tax-free status of this loan and further stating that no collusion exists between ourselves and any other bidder, we respectfully submit our bid at an interest rate of 10 7/8 per cent.

Should we become the successful bidder, we ask that you contact my office directly. Also, should there be any questions concerning our bid, please advise.

Very truly yours,

Thomas G. Blume
Senior Vice President

TGB/jlh

ANTHONY WAYNE BANK
berry at clinton — fort wayne, ind. 46802 ph. (219) 423-3611

Howard W Zimmerman
Vice President

February 19, 1982

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Dear Mr. McMahan:

In response to your letter of February 15, 1982, we respectively submit our bid for a temporary loan of $950,000.00 to the Board of Trustees of the Allen County Public Library.

We offer an annual rate of interest at Prime on any amount borrowed between March 1, 1982 and June 30, 1982.

I hereby affirm that neither I, nor any of the official staff of the Anthony Wayne Bank, have colluded or discussed this bid with any other possible bidder for this loan.

Very truly yours,

Howard W. Zimmerman

HWZ/jal

FORT WAYNE NATIONAL BANK

FORT WAYNE, INDIANA 46802 · (219) 426-0555

February 24, 1982

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
P.O. Box 2270
Fort Wayne, Indiana 46802

Dear Sir:

In response to the letter of Mr. Rick J. Ashton, Director, and in accordance with the advertisements for bids as published in the local newspapers, we wish to enter our bid for the temporary loan totaling $950,000 to be used for operating expenses during the period from March 1, 1982 to June 30, 1982.

This loan will be made up of loans to the Board of Trustees of Allen County Public Library and for the purchase of these loans totaling $950,000 we bid:

Twelve Per Cent (12% Per Annum) 360-day basis

Interest will be charged only from the date of advance to the date of final payment.

We are always pleased to be able to bid on these loans and hope that we may be of help to you.

Very truly yours,

Richard R. Monn
Vice President

RRM:ss

AFFIDAVIT OF NON-COLLUSION

STATE OF INDIANA)
COUNTY OF ALLEN) SS:

Richard R. Monn, Vice President of Fort Wayne National Bank, being duly sworn says that no collusion exists between Fort Wayne National Bank and any other bidder for temporary loans of $950,000 to the Board of Trustees of Allen County Public Library.

Further affiant saith naught.

Signed this 24th day of February, 1982.

FORT WAYNE NATIONAL BANK

BY: Richard R. Monn
Richard R. Monn, Vice President

Subscribed and sworn to before me this 24th day of February, 1982.

Mary L. Miller
Notary Public
A resident of Allen County.

My commission expires:
10-6-85

LINCOLN NATIONAL BANK AND TRUST COMPANY

RICHARD G. ADAMS
SENIOR VICE PRESIDENT

February 23, 1982

116 EAST BERRY STREET
P.O. BOX 960
FORT WAYNE, INDIANA 46801-0960
TELEPHONE (219) 423-6325

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Dear Mr. McMahan:

Thank you for the invitation to bid on your $950,000.00 temporary loan. Unfortunately, our current position precludes us from taking on any more tax exempt income over the next few months. We trust this will only be a temporary posture and that you will invite us to bid on future loan needs.

Sincerely,

Richard G. Adams

Richard G. Adams
Senior Vice President

RGA:dcr

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Presidential appointments

Mr. McMahan intends to appoint the following Board committees.

Personnel: Mr. Mather, chairman, Mrs. Gates, Mrs. Beaman.

Compensation: Mr. Mather, chairman, Mrs. Beaman, Mr. McMahan.

Insurance: Mr. Tazian, chairman, Mrs. Beers, Mrs. Koehlinger.

CERTIFICATE OF APPOINTMENT
Public Library Board Member

I, Hermann F. Busse (name of official), Judge (title) of The Allen Circuit (*name of appointing authority) Court of Allen County (municipal corporation), Indiana, hereby certify that on the 9th day of November, 1981 I) have duly appointed K. Zohrab Tazian to the Allen County Public Library Board for a term of **four years, said term to end the 31st day of December, 1985.

Witness my hand and seal this 9th day of December, 1981

Hermann F. Busse
signature of appointing official or attesting officer

OATH OF OFFICE

STATE OF INDIANA)
) SS
Allen COUNTY)

I, K. Zohrab Tazian (name of appointee), do hereby solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Indiana and to the best of my ability I will faithfully and impartially discharge the duties and accept the responsibilities of a member of the Library Board of the Allen County Public Library, and that I will observe and obey all the laws relating to said office now in force or which may hereafter be enacted during my term of service, so help me God.

K. Tazian
signature of appointee

Subscribed and sworn to before me this 25th day of February, 1982.
My commission expires

May 11, 1984

Jacqueline June Belschner

(Section 9 of The Library Law of 1947 (Chapter 321, Acts of 1947, as amended by Chapter 13, Acts of 1953 and Chapters 12 and 17, Acts of 1955) states:

> "The appointing authority shall issue to each appointee a signed certificate of appointment. Within ten days after the receipt of the certificate of appointment, the appointee shall qualify for his office by taking an oath of office before any person authorized by law to administer the same to the effect that he will faithfully discharge his duties to the best of his ability, and shall file the certificate of appointment, with the oath endorsed thereon, with the records of the library, which shall be perserved as a public record."

* *Judge of the Circuit Court, City Council or Board of Town Trustees, School Board, Township Advisory Board, County Superintendent of Schools, Board of County Commissioners.*

** *If to complete an unexpired term, insert the correct length of time.*

CERTIFICATE OF APPOINTMENT
Public Library Board Member

I, Richard M. Regedanz / Jack K. Dunifon (name of official), Vice-President / Secretary (title) of Board of Commissioners (*name of appointing authority) _____ of Allen County (municipal corporation), Indiana, hereby certify that on the 7th day of December, 1981 We) I) have duly appointed Alan McMahan to the Allen County Public Library Board for a term of **four years, said term to end the 31st day of December, 1985.

Witness my hand and seal this 2nd day of February, 1982.

Jack K. Dunifon
signature of appointing official or attesting officer
Richard M Regedanz

OATH OF OFFICE

STATE OF INDIANA)
) SS
Allen COUNTY)

I, Alan McMahan (name of appointee), do hereby solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Indiana and to the best of my ability I will faithfully and impartially discharge the duties and accept the responsibilities of a member of the Library Board of the Allen County Public Library, and that I will observe and obey all the laws relating to said office now in force or which may hereafter be enacted during my term of service, so help me God.

Alan McMahan
signature of appointee

Subscribed and sworn to before me this 25th day of February, 1982.
My commission expires

May 11, 1984

Jacqueline June Belschner

(Section 9 of The Library Law of 1947 (Chapter 321, Acts of 1947, as amended by Chapter 13, Acts of 1953 and Chapters 12 and 17, Acts of 1955) states:

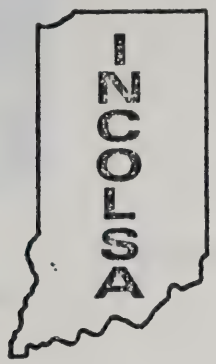
> "The appointing authority shall issue to each appointee a signed certificate of appointment. Within ten days after the receipt of the certificate of appointment, the appointee shall qualify for his office by taking an oath of office before any person authorized by law to administer the same to the effect that he will faithfully discharge his duties to the best of his ability, and shall file the certificate of appointment, with the oath endorsed thereon, with the records of the library, which shall be perserved as a public record."

* *Judge of the Circuit Court, City Council or Board of Town Trustees, School Board, Township Advisory Board, County Superintendent of Schools, Board of County Commissioners.*

** *If to complete an unexpired term, insert the correct length of time.*

Form for Class I Libraries
December 1956

AGENDA ITEM 7
Requested Action: Appointment



INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY

1100 WEST 42nd STREET • INDIANAPOLIS, INDIANA 46208 • Phone (317) 926-3361

January 29, 1982

TO: Mr. Rick Ashton, Allen Co. Public Library

FROM: Secretary of INCOLSA

SUBJECT: APPOINTMENT OF DIRECTORS TO INCOLSA BOARD.

Your term as Director on the INCOLSA Board of Directors expires June 30, 1982. Please bring this matter to the attention of your governing authority in order that this office may be filled in time for the necessary documentation concerning the appointment to be received in our office no later than June 30, 1982.

Please have the Secretary of your Board sign the form set out below, noting the name of the person appointed by your Board as a Director of INCOLSA. Please return the form to:

INCOLSA
1100 W. 42nd Street
Indianapolis, Indiana 46208

CERTIFICATE

At a meeting of the governing authority of the Allen County Public Library, held February 25 1982 Rick J. Ashton (Name of Director) was duly appointed a Director to the Indiana Cooperative Library Services Authority, representing our library for a three-year term, effective July 1, 1982.

Signed: Patricia M. Beins
Secretary

Allen County Public Library
Library

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

February 25, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

JANUARY 1982

Main Library Fines		$3,131.46
Georgetown Branch Library	954.65	
Hessen Cassel Branch	379.11	
Little Turtle Branch	326.95	
Pontiac Branch	15.00	
Shawnee Branch	332.60	
Tecumseh Branch	232.00	
Waynedale Branch	288.31	
New Haven Branch	66.00	
Bookmobile #2	40.00	
Bookmobile #4	9.00	
Bookmobile #7	20.00	2,663.62
Rent (Tri-Alsa)		300.00
Parking Lot Receipts (Light)		2,145.82
Parking Lot Receipts (H & W)		3,832.24
Copier Receipts		4,475.82
Telephone Pay Station Commission		24.84
Subscription Fees		80.00
Snyder Distributing Co. Commission		11.97
Piano Tuning Fee		20.00
Nitz Distributors Commission		8.93
Reserve Postals		14.00
Books		258.15
Pamphlets		14.00
Film Catalogs		27.00
		$17,007.85

APPROVED

Rick J. Ashton

DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

February 25, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES JANUARY 16 - FEBRUARY 15, 1982

Jan.	18	Postage	212	6.32
	19	Postage	212	1.34
	22	Postage	212	5.00
	27	Postage	212	5.42
	29	Postage	212	8.87
Feb.	1	Gasoline	215	10.00
	2	Gasoline	215	5.00
	4	Gasoline	215	5.00
	8	Postage	212	6.36
	10	Postage	212	8.30
				$61.61

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills February 25, 1982

Creative Concepts, Inc.	Comprehensive layouts, Stats, line negs, stripping and assembline negs	1,303.96
Fort Wayne Newspapers Inc.	Publishing full page ad	3,267.00
		$4,570.96

Ron Hicks

Brian Rice

Dean McMahan

Mary Kellenger

Jakob K Tagore

APPROVED

DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 March 1982

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/ca

Re: Library Board Meeting 25 March 1982

The Board of Library Trustees will meet in regular session in the board room of the Main Library at 3:00 p.m. on Thursday 25 March. The enclosed agenda and other supporting materials will help you prepare for the meeting. I look forward to seeing you Thursday.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA
Board of Library Trustees
Allen County Public Library
Board Meeting
25 March 1982
3:00 p.m., Board Room, Main Library,
900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the agenda.

2. Approval of the Minutes of the 25 February 1982 regular Board meeting.

3. Approval of the financial report of 1 March 1982.

4. Report of the Director.
   a. The Library and the flood.
   b. Friends of the Allen County Public Library program, An Evening with George Plimpton.
   c. The Library on television.
   d. Communication from the Cedar Creek Township Community Development Committee.
   e. Other.

5. Georgetown Branch Library roof investigation report. Mr. Tazian.

6. Approval of application for distribution of state funds.

7. Approval of proposed amendment to agreement with Fort Wayne Cinema Center.

8. Approval of the following salaried appointments:
   Howard Ronald Adams, Security Supervisor, Grade 4, $10,973.
   Katherine Bormann, Mailroom Clerk, Grade 3, $8987.
   Carol Tchinski, Page, Genealogy Department, Grade 2, $7280.
   Kay Lynn Isca, Readers' Services Librarian, Grade E, $12,000.

9. Approval of payment of the following bills:

Operating Fund	$94,675.46
Gift Fund	59.15
Blue Cross Hospital Service	4,136.00
Lincoln National Life Insurance Co.	2,478.87
PERF - OASI Division	10,699.17
United States Postal Service	2,000.00
Keye Productivity Center Inc.	96.00
Indiana Vocational Technical College	45.00
Indiana and Michigan Electric Co.	10,075.94

10. Other Business.

11. Adjournment

Following adjournment, a report on the Government Documents and Law Library by John Dickmeyer, department head.

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

25 March 1982

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 25 March 1982. Members present were Mr. Alan McMahan, Mrs. Patricia Beers, Mr. George Mather, Mrs. Lu Ann Beaman, and Mr. Zohrab Tazian. Mr. McMahan presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the Minutes of the 25 February 1982 regular Board meeting. The Board approved the minutes as circulated.
3. Approval of the financial report of 28 February 1982. The Board received the monthly report.
4. Report of the Director. Dr. Ashton reported on the following matters:
   a. The Library and the flood. No damage to Library buildings or materials occurred. Staff are advising people on drying books.
   b. Friends of the Allen County Public Library program, An Evening with George Plimpton. On 15 April Mr. Plimpton will speak, as a gift to the community. Tickets are available.
   c. The Library on television. Every Thursday morning at 6:30 a.m. a Library segment is seen on Channel 15's "Daybreak."
   d. Communication from the Cedar Creek Township Community Development Committee. The letter and response were circulated to the Board.
   e. Other. None.
5. Georgetown Branch Library roof investigation report. Mr. Tazian reported delays in securing bids. Weather had prevented inspection of buildings which have had roof treatment similar to that proposed for Georgetown. The Board approved advertising for a bid opening before the next Board meeting.

6. Approval of application for distribution of state funds. The Board approved and signed the Public Library Application for State Funds.

7. Approval of proposed amendment to agreement with Fort Wayne Cinema Center. In addition to the dates already agreed upon, the Cinema Center requested use of the auditorium on eight nights and Sunday afternoons, beginning 21 May 1982 and extending through 30 May 1982, for the purpose of showing a series of American independent films. The Board approved the amendment to the agreement.

8. Approval of the following salaried appointments:

   Howard Ronald Adams, Security Supervisor, Grade 4, $10,973.
   Katherine Bormann, Mailroom Clerk, Grade 3, $8987.
   Carol Tchinski, Page, Genealogy Department, Grade 2, $7280.
   Kay Lynn Isca, Readers' Services Librarian, Grade E, $12,000.

   The Board approved the four salaried appointments.

9. Approval of payment of the following bills:

Operating Fund	$94, 675.46
Gift Fund	59.15
Blue Cross Hospital Service	4,136.00
Lincoln National Life Insurance Company	2,478.87
PERF - OASI Division	10,699.17
United States Postal Service	2,000.00
Keye Productivity Center Inc.	96.00
Indiana Vocational Technical College	45.00
Indiana and Michigan Electric Company	10,075.94

   The Board approved payment of the bills as submitted.

10. Other Business. A joint promotional agreement between Woodburn Branch Library and Dairy Sweet Drive-In was approved by the Board.

11. Adjournment. The Board adjourned.

    Following adjournment, a report on the Government Documents and Law Library was given by John Dickmeyer, department head. He then led the Board on a tour of the department.

AGENDA ITEM 6
Requested Action: Resolution to advertise for bids

At the time of the completion of the Main Library addition in early 1981, several equipment purchases for the addition remained to be made. One of those proposed purchases was a reading machine to be used in the Talking Books Department located in the Main Library addition. After investigating available equipment and scanning the horizon for future developments in this area, the staff now proposes to purchase a print-to-voice reading machine for the department. The one successful machine now on the market, the Kurzweil Reading Machine, produced by Kurzweil Computer Products, a Xerox company located in Cambridge, Massachusetts, appears to be the one available option.

Because of its price exceeding $30,000, it will be necessary to advertise for bids for the item. An open specification will be prepared, but it appears that no competition will be forthcoming.

Funds for the purchase of the machine are available in the Library Building and Equipment Fund.

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 7
Requested Action: Approval of Amendment

An agreement now in force between the Allen County Public Library and the Fort Wayne Cinema Center calls for Cinema Center use of the Main Library auditorium on Saturday evenings for the purpose of showing films not ordinarily available for viewing in Fort Wayne. The Fort Wayne Cinema Center has requested an amendment to that agreement, as follows: In addition to the dates already agreed upon, the Cinema Center requests use of the auditorium on eight nights and Sunday afternoons, beginning 21 May 1982 and extending through 30 May 1982, for the purpose of showing a series of American independent films. The attached letter from Mark Rozeen, president of the Fort Wayne Cinema Center, details the proposal.

In view of the excellent public response to Cinema Center films during the past two years at the Main Library, and the fact that this request can be accommodated without inconvenience to other Library users, I recommend that the Board approve this amendment to the agreement with the Fort Wayne Cinema Center.

5 March, 1982

Dr. Rick Ashton, Director
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Rick:

Cinema Center would like to request an amendment to our contract for the use of the auditorium. Specifically, we would like to use the auditorium on the following dates:

Friday, May 21, 6-11 pm
Saturday, May 22, 6-11 pm*
Sunday, May 23, 1-6 pm
Monday, May 24, 6-11 pm
Tuesday, May 25, 6-11 pm
Wednesday, May 26, 6-11 pm
Thursday, May 27, 6-11 pm
Friday, May 28, 6-11 pm
Saturday, May 29, 6-11 pm*
Sunday, May 30, 1-6 pm

*Auditorium already reserved

I realize that a request for this many dates all in a row is very unusual, but Cinema Center wishes to sponsor a very unusual and exciting project: HOLLYWON'T: A FESTIVAL OF AMERICAN INDEPENDENT FILMS.

Cinema Center would like to show 10 of the best American Independent feature films during the week of May 21-May 30. Our goal will be to screen such films as NORTHERN LIGHTS, THE WAR AT HOME, AGEE, IMPOSTERS, ALAMBRISTA, JOE AND MAXI, and so forth, showing each film twice during the week. And, in addition to the screenings, we will have a special lecture/discussion by independent filmmaker Mark Rappaport. Mark is scheduled to be in Fort Wayne on Saturday, May 22.

Please let me know if we can secure these dates. If the main auditorium is not available, we would be happy to use the upstairs auditorium and to pay whatever security fee is necessary beyond the normal rental charge. Also, we would be honored if the Allen County Public Library would join Cinema Center as a co-sponsor in all publicity, and we would be pleased to make Mark Rappaport available to the Telecommunications Center for interview.

Sincerely,

MARK

Mark Rozeen,
President

PS.
I will be out of the country from 16 March-9 April, so if we can arrange the dates before my departure, I would be very grateful.

CINEMA CENTER
FORT WAYNE CINEMA CENTER, INC.
114 EAST SUPERIOR STREET • FORT WAYNE, INDIANA 46802

Member: Fort Wayne Fine Arts Foundation

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

16 March 1982

Ms. Dona N. Shultz
13233 Ewing Street
Leo, Indiana 46765

Dear Ms. Shultz:

Thank you for the expression of interest from the Cedar Creek Township Community Development Committee concerning your interest in having a branch library located in the Leo-Grabill-Cedarville area. I will bring your communication to the attention of the Board of Library Trustees at its meeting on 25 March.

Both the Library Board and the staff of the Library are committed to the development of the best possible library services for all the people of Allen County, within the resources available to us. A staff committee is presently working hard on the question of appropriate locations and hours of library service. The findings and recommendations of this committee will help the Board and administration of the Library plan for the future development of service. Certainly one of the elements of the planning will be the level of community interest in library services.

Once again, I thank you for your expression of interest. Please convey my communication to the other people who signed the document.

Sincerely,

Rick J. Ashton

Rick J. Ashton
Director

RJA/cma

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

March 25, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

FEBRUARY 1982

Main Library Fines		$2,645.94
Georgetown Branch Library	860.64	
Hessen Cassel Branch	375.60	
Little Turtle Branch	227.75	
Pontiac Branch	17.00	
Shawnee Branch	257.22	
Tecumseh Branch	206.00	
Waynedale Branch	246.10	
Harlan Branch	40.00	
Monroeville Branch	36.00	
New Haven Branch	120.75	
Woodburn Branch	37.85	
Bookmobile #1	50.00	
Bookmobile #2	76.55	
Bookmobile #4	18.00	
Bookmobile #7	19.00	2,588.46
Rent (Tri-Alsa)		300.00
Copier Receipts		5,218.78
Parking Lot Receipts (H & W)		3,589.62
Mileage (Ashton)		86.40
Subscription Fees		140.00
Telephone Pay Station Commission		29.89
Book Bag Receipts		46.80
Snyder Dist. Co. Commission		11.95
Piano Tuning Fee		10.00
Insurance Claim		103.30
Books		148.90
Reserve Postals		19.00
Film Catalogs		11.00
Pamphlets		47.90
		$14,997.94

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

March 25, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES FEBRUARY 16 - MARCH 15, 1982

Feb. 17	Librarian's expense	214	17.00
18	Postage	212	13.07
22	Postage	212	7.65
24	Librarian's expense (Indpls.)	214	4.19
Mar. 1	Postage	212	12.40
			$54.31

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills		March 25, 1982
R. L. Barrett Store	Sharp Calculator	$16.20
New Haven Belmont Store	Record Player	33.00
Judith R. Wagner	Clown Pillow	9.95
		$59.15

Gabriel K. Tassing

Dean McMahan

George Mather

Glenn Pearman

APPROVED

DIRECTOR

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 April 1982

MEMO

To: All Library Board Members

From: Rick J. Ashton Rick Ashton/ca

Re: 22 April 1982 Regular Board Meeting

The Board of Library Trustees will celebrate National Library Week at its regular meeting on Thursday 22 April at 3:00 p.m. at the Harlan Branch Library. The Harlan Branch is located on State Road 37 in Harlan. Parking is available behind the Branch Library. To enter the parking lot, drive past the Library on State Road 37, take the first cross street to the right, and circle around behind the Branch to the parking lot.

Please feel free to attend all the scheduled National Library Week activities listed in the enclosed brochure.

I look forward to seeing you on Thursday in Harlan.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 April 1982

AGENDA
Board of Library Trustees
Allen County Public Library
Board Meeting
22 April 1982
3:00 p.m.
Harlan Branch Library, State Road 37, Harlan, Indiana 46743

1. Adoption of the agenda.

2. Approval of the Minutes of the 25 March 1982 regular Board meeting.

3. Reception of the financial report of 31 March 1982.

4. Report of the Director.
   a. Georgetown Branch Library roof specifications delays.
   b. National Library Week events.
   c. Other.

5. Approval of a resolution to advertise for an additional appropriation.

6. Approval of a resolution to advertise for bids for a print-to-voice reading machine.

7. Approval of the following salaried appointments:
   Gary Morales, Security Officer, Grade 2, $8360.
   Patricia Schmidt, Telecommunication Center Secretary, Grade 3, $8987.

8. Approval of payment of the following bills:

Operating Fund	$118,419.81
Gift Fund	169.63
LSCA - MURL Fund	2,807.48
Blue Cross Hospital Service	4,137.00
Lincoln National Life Insurance Co.	2,453.94
Indiana Employment Security Division	166.81
PERF - OASI Division	10,777.09
Public Employees' Retirement Fund	10,537.24
Indiana Library Association	150.00
University of Chicago	570.00
Indiana Library Association	88.00
Grueninger Travel Service Inc.	450.00
Mikes Car Wash	59.50
Indiana and Michigan Electric Co.	9,634.87
Indiana Vocational Technical College	45.00

9. Other business.

10. Adjournment.

Following adjournment: a tour of the Harlan Branch Library and demonstration of the learning computer by Beulah Tustison, Harlan Branch Library manager.

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

22 April 1982

The Board met in regular session at the Harlan Branch Library, State Road 37, Harlan, Indiana, at 3:00 p.m. on 22 April 1982. Members present were Mr. Alan McMahan, Mrs. Lu Ann Beaman, Mrs. Patricia Beers, Mrs. Mary Koehlinger, and Mr. George Mather. Mr. McMahan presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the Minutes of the 25 March 1982 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 31 March 1982. The Board received the report. Dr. Ashton reported overall financial stability, with the staff keeping a close eye on supplies and expenditures.
4. Report of the Director. Dr. Ashton reported on the following matters:
   a. Georgetown Branch Library roof specifications delays. Agreement has been reached on method and material, but specifications have not yet been prepared and advertised. Specifications will be advertised, with bid openings, and a contract to be awarded at the next regular Board meeting.
   b. National Library Week events. Authors George Plimpton and Syd Hoff will appear, sponsored by the Friends of the Library, and many other activities are going on.
   c. Other. None.
5. Approval of a resolution to advertise for an additional appropriation. The Board approved advertising for an additional appropriation of $20,798.70, from the following additional receipts: $12,043.00, experience refund from Lincoln National Life; $5400, rent payment from Northeast Indiana Radio

Reading Service; $3355.70, from insurance claim for frozen pipes in the boiler room of the Main Library.

6. Approval of a resolution to advertise for bids for a print-to-voice reading machine. The Board approved advertising for bids.

7. Approval of the following salaried appointments:

   Gary Morales, Security Officer, Grade 2, $8360.
   Patricia Schmidt, Telecommunication Center Secretary, Grade 3, $8987.

   The Board approved the two salaried appointments.

8. Approval of payment of the following bills:

Operating Fund	$118,419.81
Gift Fund	169.63
LSCA - MURL Fund	2,807.48
Blue Cross Hospital Service	4,137.00
Lincoln National Life Insurance Co.	2,453.94
Indiana Employment Security Division	166.81
PERF - OASI Division	10,777.09
Public Employees' Retirement Fund	10,537.24
Indiana Library Association	150.00
University of Chicago	570.00
Indiana Library Association	88.00
Grueninger Travel Service Inc.	450.00
Mikes Car Wash	59.50
Indiana and Michigan Electric Co.	9,634.87
Indiana Vocational Technical College	45.00

   The Board approved payment of the bills as submitted.

9. Other business. The Board approved a joint promotional activity with Audio Visual Specialists for promotional advertisement in exchange for a prize of a tape recorder for the Summer Reading Program.

10. Adjournment. The Board adjourned.

    Following adjournment: A tour of the Harlan Branch Library was led by Beulah Tustison, Harlan Branch Library manager.

AGENDA ITEM 5
Requested Action: Resolution to advertise for additional appropriation

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 3:00 o'clock P.M., on the 27th day of May, 1982, will consider the following additional appropriations in excess of the budget for the current year.

OPERATING FUND	AMOUNT
2 Services Contractual	
21 Communication and Transportation	
214 Professional Meetings	$4,000.00
3 Supplies	
32 Other Supplies	
321 Other Library Supplies	6,000.00
322 Janitors Supplies	2,000.00
33 Coal, Fuel Oil and Gas	8,798.70
Total	$20,798.70

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

_____
President, Allen County Public
Library Board

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

April 22, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

MARCH 1982

Main Library Fines		3,210.66
Georgetown Branch Library	1,127.34	
Hessen Cassel Branch	378.06	
Little Turtle Branch	329.15	
Pontiac Branch	16.20	
Shawnee Branch	418.15	
Tecumseh Branch	289.45	
Waynedale Branch	293.20	
Harlan Branch	10.00	
Monroeville Branch	20.00	
New Haven Branch	87.00	
Woodburn Branch	17.50	
Bookmobile #2	45.00	
Bookmobile #4	34.00	
Bookmobile #7	7.00	3,072.05
Rent (Tri-Alsa)		300.00
Rent (NEIRRS)		5,400.00
Copier Receipts		6,380.01
Parking Lot Receipts (H & W)		4,557.53
Parking Lot Interest (Light)		72.91
Snyder Distributing Co. Commission		14.26
Subscription Fees		160.00
Book Bag Receipts		45.60
Subscription Refund - Ocular		18.00
Mileage - Ashton		126.92
Piano Fees		40.00
Video Tape Receipts		303.83
Damaged Film		216.98
Telephone Pay Station Commission		44.04
Refund for Map		45.00
Books		141.29
Reserve Postals		27.00
Pamphlets		20.40
		$24,196.48

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

April 22, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES MARCH 16 - APRIL 15, 1982

Mar. 28	Story Hour Supplies	321	8.79
31	Librarians expense (Chicago)	214	22.34
	T.V. knobs	242	6.40
Apr. 5	Hauling trash	252	7.00
			$44.53

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - MURL FUND

Public Library Bills		April 22, 1982
Baker & Taylor Company	Books	$2,807.48

Eleanor M. Kern

Dean McMahan

George R. Mathis

Mary Kaufberger

Lee Ann Freeman

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — April 22, 1982

NCTA-Awards Competition	Entry Fee	$ 60.00
G. K. Hall & Co.	Large print books - Georgetown	109.63
		$169.63

Sharon M. Ream

J. K. Mather

Mary Kellinger

LuAnn Seaman

APPROVED

Lucile J. Addison

DIRECTOR

Desk Top Model III

Domestic Price List for the Kurzweil Reading Machine

October 1, 1980

Reading Machine with Accompanying First Year Services _____ **$29,800 FOB Cambridge**

A. Reading Machine (KRM, Model III $24,900)
- -Scanner (Optical Character Recognition System)
- -Computer (Elecronic Control Unit)
- -Operator Keyboard
- -Digital Cassettes Containing:
  - *Reading Program
  - *Talking Calculator
  - *Talking Computer Terminal

B. Operational Services ($4,900)
- -Training (One Person)
- -One Year Warranty (Parts and Labor)
- -Hotline for User Questions
- -Local Program Development Assistance
- -12 Months Complete Field Service
- -Installation and Testing
- -Program Software Updates for One Year (Cassettes and Printed Documentation)
- -Operator/Training Materials:
  - *Printed and Bound
  - *In Braille
  - *On Cassette

Services After First Year of Operation _____ **$210 per month**

A. Service Agreement. We have Technical Engineers on call in 8 Service Centers across the U.S. The Agreement provides:
- -All Parts and Materials
- -Preventive Maintenance Visits

B. Instruction for One Additional Operator/Trainer Each Year at Kurzweil's Training Center in Cambridge.

C. Continued Customer Support by Kurzweil's Training and Education Staff.
- -Regular Contact with Each KRM Site
- -Hotline for User Questions and Feedback

D. Software Program Improvements.
- -Our Software engineers are continually improving the reading and speaking capabilities of the KRM. These software changes are consolidated and copied onto cassettes which are mailed to all KRM sites. This enables your KRM to remain "state-of-the-art" for years to come.

Terms

- Net 30 days, contingent on acceptable credit rating.
- Price applies only to 48 contiguous United States and Washington, D.C.
- Training is conducted in Cambridge, Massachusetts. Travel expenses paid by customer.
- On-site training available for order of more than five machines.
- Freight and Insurance for Reading Machine: approximately $200.

Quantity Discounts

Discounts are available for order of 2 or more Reading Machines. Ask for details.

KURZWEIL COMPUTER PRODUCTS
A Xerox Company

33 Cambridge Parkway, Cambridge, MA 02142 (617) 864-4700

The Kurzweil Reading Machine for the blind Model III

A compact system for converting ordinary printed material into high quality, full-word synthetic English speech.

For the blind and the visually impaired, the Kurzweil Reading Machine provides personal, direct access to printed and typewritten information.

The KRM Model III represents a significant advance in reading technology. Compact size, push-button control, readily understood speech, automatic tracking of text, and the ability to read at speeds faster than human speech are among its many important features.

The reading machine increases the employability and career potential of blind and visually impaired adults. Blind people in rehabilitation and vocational training programs, as well as in the workplace, benefit from rapid access to such job-related reading materials as professional reference documents, magazine and journal articles, office memoranda and correspondence. Blind employees using the KRM range from clerical workers to professionals and executives.

The KRM has special significance for visually handicapped students. It enables blind college students to read reserve materials and books from off the library shelves. Visually handicapped secondary and elementary school students can use the KRM to keep up with reading assignments in mainstream classroom situations.

By mid-1980 there were over 200 KRMs in use in more than 40 states, the District of Columbia, and Canada, Australia and England. Locations included public and university libraries, schools for the blind, rehabilitation centers, federal and state agencies, and private corporations.

Material to be read is placed face down on the glass surface of the scanner. A separate, hand-sized control panel is then activated by the user which causes the reading machine to automatically locate the first line of text and begin scanning the page. Within a few seconds an electronic voice is heard reading the material.

Reading as an Active Process: Users have at their command controls which readily permit them to make a wide range of choices about the manner in which the material is read. On the simplest level, they can speed up or slow down the reading rate and adjust the tonality of the voice. Through the use of 33 controls, the machine can perform many different reading functions according to the immediate personal needs of the user during the actual reading process. Among these are such vital activities as repeating the previous few lines or words, spelling out words which may be obscure, announcing punctuation and capitalization, and marking certain words or phrases for later reference.

Calculator: The KRM also serves as an advanced talking calculator. A simple change of program tape enables it to perform and announce not only ordinary computations but complex logarithmic, trigonometric and exponential functions as well. (This special capability was developed under a grant from Seeing Eye, Inc.)

Voice for Computers: Increasing amounts of vital information are transmitted by computers to video terminals. This information can now automatically be converted to speech by connecting the KRM to the incoming computer signals which can be monitored word by word, letter by letter or number by number, as the user requires.

Print to Braille: The KRM is expediting the production of Braille material by automatically scanning and converting printed matter into signals used to drive Braille printers. In use first at the Library of Congress, Washington, D.C., and the Royal National Institute for the Blind, London, England, this adaptation of the KRM is of special interest to those concerned about meeting the needs of Braille readers for the timely conversion of printed texts to Braille form.

The Kurzweil Reading Machine is actively used in schools, libraries, and on the job by persons ranging in age from young children to retired adults. It is reading school textbooks, law journals, popular novels, medical books, daily correspondence, reference materials; in short, reading whatever users require whenever they need it. (A complete list of KRM locations is available upon request.)

For thousands of people this new and powerful tool for equal access to the printed word is opening doors to information—and opportunities—previously unobtainable. The following personal reports from across the country reflect the impact the KRM is having on the daily lives and personal aspirations of the visually handicapped:

University of North Carolina, Chapel Hill, N.C.: John Thomas, a graduate student in public health. "The biggest advantage . . . is independence. I don't have to run around trying to find someone to help me . . . or worry about which books I can get on tape."

State Library, Albany, N.Y.: Diane Pangburn, 29 and blind since birth, working as a KRM instructor. "People don't have to wait for a reader. There's immediacy to this system. It also provides privacy. Most people are learning to use it in less than ten hours."

Addie McBryde Rehabilitation Center, Jackson, Miss.: Sam Gleese, 33, had been in training for a supermarket manager job when he became totally blind; he is now looking forward to the KRM helping him prepare for civil service tests. "People can really use the machine to keep pace with other people in their field."

White Plains Public Library, N.Y.: Paul Migliorelli, 15, has attended "sighted schools" since fifth grade. "I love to read. I will be able to read 250 words a minute as I become more experienced."

Baltimore Public Library, Md.: Anna Neufeldt, 62, runs a food concession, is responsible for purchasing, and supervises a staff of two. "I was afraid of computers and thought there was so terribly much to remember that it seemed impossible. But I managed the training easily and will use it to read bills and tape them for future reference."

Towson State University, Baltimore, Md.: Marion Lanham, working on a Ph.D. dissertation in organizational communications. "I could not have passed my doctoral exams without it. No reader could be asked to commit themselves to the 10 or 12 hours a day in the library that I needed at that time. It also relieves the frustration over not having current printed materials immediately available."

New Mexico School for the Visually Handicapped, Alamagordo, N.M.: Robert Romero, 18, a high school senior with wide interests, calls the KRM "Spock". "Everything it does is totally logical. I am a very slow Braille reader and now I can cover text much faster. 'Spock' is easy to understand and operate. I like figuring out why it's doing something wrong and how to correct it."

New York Institute for the Education of the Blind, Bronx, N.Y.: Frank Irzyk, teaches at this academic, pre-vocational school with 160 students, many with multiple handicaps. He has trained 15 students including a 16-year-old girl "who is a voracious reader and is enthralled by the KRM. She's a poet and writer and new horizons have opened. She reads her own poetry and proofreads her own plays. She has learned to skim at 250 words a minute."

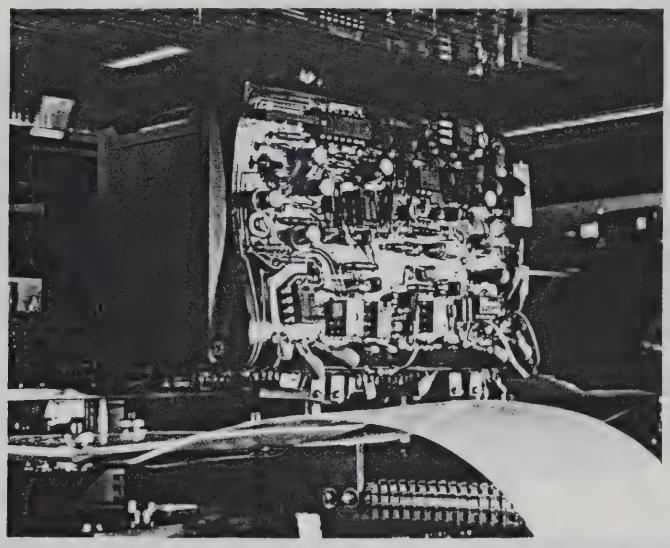
St. Mary's Medical Center, Long Beach, Ca.: Era Trice, 32, has set up his own business and is studying psychology. "I had been hoping something like this would come along. I especially like being able to control the speed of reading, something that was always very hard to do with hired readers. I've been concentrating on self-help and management books. And now I can proof my own typing when I need to."

The heart of the Kurzweil Reading Machine is its Optical Character Recognition (OCR) system, the part that scans and recognizes printed characters.

The ability to read virtually any type face in any text, known as "omni-font" OCR, was achieved by the Kurzweil Reading Machine in late 1974. It was the first omni-font OCR system to be developed and was by far the most powerful OCR ever demonstrated. The system has undergone very significant improvement since that time with considerable resources having been invested in this effort. It is still the only omni-font OCR system in existence.

There are other machines which recognize printed characters, provided they are perfectly printed in one or a very limited number of type styles. This technology, known as "limited-font" OCR, is not suitable for a reading machine for the blind which must deal with the several hundred different type styles in common use and with print as it actually appears in books, magazines and other materials.

In the KRM, a specially designed optical system scans the printed page and transmits the image in electronic form to an image enhancement system. This system increases the contrast found on the page and brings out particular features that improve the recognition process. The enhanced image, now in digital form, is transmitted to a small computer contained within the reading machine which has unique programs to separate the image into discrete character forms, recognize the letters on the page, group the letters into words, and compute the pronunciation of each word. Pronunciation is accomplished through the use of over a thousand linguistic rules plus 1,500 exceptions to the rules stored in the computer's memory. Additionally, a stress contour over each sentence is computed by a set of syntactical rules, providing appropriate inflections in the pronunciation process.



Future Modifications: Adaptability and the capacity for future refinements have been designed into the system. The machine's ability to process information—its artificial intelligence—depends on computer software, which directs the scanner, recognizes letters and words, and converts print to speech. This unique software can be modified by using a built-in tape drive. As improvements in functioning are achieved through continuing research and field experience, new programs are provided on cassette tape so that they can be implemented in any existing model.

The Kurzweil Reading Machine (KRM) converts books, magazines, letters and reports—any ordinary printed material—into spoken English. The system reads several hundred different styles and most sizes of type.

It is easy to use, requires only a few hours of familiarization with its electronic voice and controls, and provides for continuing interaction between its user and the material being read.

". . . a truly major breakthrough in reading for blind people."

Programs for the Handicapped, U.S. Department of Health, Education and Welfare

1. Kurzweil Reading Machine, Model III General Description

The Kurzweil Reading Machine for the blind converts printed materials, as found in books, magazines, periodicals, typewritten letters and reports, in different typestyles and sizes of type, to synthetic full word English speech which is readily understandable after a short period of familiarization. In addition, every Kurzweil Reading Machine may be used as a talking calculator and as a full-word, spoken output computer terminal.

The reading machine consists of three physical units:

A. Automatic Tracking System
An electro-optical system automatically scans documents, including bound documents up to 11" by 14", using a linear scanning array, camera and X-Y mover. The scanning system is 21" by 19" by 8".

B. Control Panel
The control panel includes push-button controls that enable the user to temporarily halt the machine, back up to hear one or more lines over again, skip forward in the text, locate a particular word and have that word spelled out, and control the scanning of different page formats, e.g. continuous text and columns. Controls to adjust volume, speech rate and pitch are included. The approximate size of the control panel is 10" by 9" by 2". The speaker system is contained in the control panel.

C. Electronic Control Unit
This unit contains all electronics required to perform scanning, character recognition, grapheme to phoneme conversion and speech production functions. The approximate dimensions are 21" by 19" by 6". The electronic control unit also contains a digital tape cassette drive to load the software needed to operate the reading machine.

2. Kurzweil Reading Machine Operations

The three physical units are connected to one another with flexible cables which can be disconnected when the units are transported. All connecting cables will be provided. The electronic control unit is the only unit that requires an AC outlet, and will operate with ordinary grounded 117V, drawing no more than ten amperes of current.

3. Software Description

All software needed to operate the reading machine, including the scanning, character recognition, calculator and speech functions will be provided under a 'software use license' for use with the reading machine. The software will be provided on digital cassette tapes and will be self-loading.

4. Software Updates

All improvements to the reading machine software that are developed will be provided on software update tapes for a period of one year. After the first year, software updates will be provided to sites with maintenance contracts. Each software tape will contain the complete reading machine software, with the improvements incorporated, and will replace all previous software tapes.

5. Instructional Materials

An instruction package of three manuals will be provided with each machine. The customer can select instructions in inkprint, Braille and/or sound recording. The instruction manual describes all procedures associated with the usage of the reading machine, including connecting and disconnecting the unit cables, placement of reading material, loading the software tapes, operation of user controls, routine maintenance and suggestions for efficient reading.

6. Training

Included in the purchase or lease agreement is instruction for one person at a training seminar in Cambridge, Massachusetts. Expenses are to be paid by the customer.

The Kurzweil Reading Machine was developed and is produced by Kurzweil Computer Products, a Xerox Company. The company specializes in the area of computer science known as Artificial Intelligence and its application to the needs of the visually handicapped.

For more information about the Kurzweil Reading Machine write or call:

Reading Machine Department
Kurzweil Computer Products, Inc.
33 Cambridge Parkway
Cambridge, Massachusetts 02142
Telephone (617) 864-4700

5/81 Printed in U.S.A. © 1980

KURZWEIL COMPUTER PRODUCTS

A Xerox Company

Computerized Reading Machine (Print to Speech)

KURZWEIL READING MACHINE MODEL III

SPECIFICATIONS

- Electronically converts printed material into spoken English.
- Automatic electro-optical tracking of text (documents up to 11" x 14") by a scanning camera.
- Omni-font optical character recognition capability.
- Controls to adjust the volume, pitch and rate of speech.
- Memory to repeat sentences and to spell words.
- Three physical units
    - * Automatic Tracking System (Scanner)
    - * Electronic Control Unit (Computer)
    - * Push-button Control Panel
- System activated by a self-loading digital tape cassette. Software updates provided with first year warranty and with subsequent annual maintenance agreements.
- Digital tape cassette to convert Reading Machine to an advanced level talking calculator.
- Instructional and user manual available in print, Braille, and sound recording.
- Unit operated by normal 110-120v AC outlet, drawing no more than 10 amperes of current.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their meeting place, Georgetown Branch Library, 6600 E. State, Fort Wayne, Indiana at 3:00 o'clock p.m. on the 27th day of May, 1982, will consider the following additional appropriations in excess of the budget for the current year.

OPERATING FUND	AMOUNT
2 Services Contractual	
21 Communication and Transportation	
214 Professional Meetings	$4,000.00
3 Supplies	
32 Other Supplies	
321 Other Library Supplies	6,000.00
322 Janitors Supplies	2,000.00
33 Coal, Fuel Oil and Gas	8,798.70
Total	$20,798.70

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Alan McMahan
President, Allen County Public
Library Board

May 7, 14, 1982

214	4000
321	6000
322	2000
330	8,798.70

20,798.70 total

AGENDA ITEM 3
Requested Action: Approval

MINUTES

ALLEN COUNTY PUBLIC LIBRARY BID OPENING

17 May 1982

Opening of bids for five Library projects was held in the Board Room of the Main Library at 3:00 p.m. on 17 May 1982. Library representatives present were Rick J. Ashton, Director, Jacqueline Belschner, Financial Manager, Kenneth Schell, Maintenance Engineer, and David Matson, Consulting Engineer for three of the five projects. The following bids were opened, read aloud, and taken under advisement.

For repairs to the roof of the Georgetown Branch Library building:

Dale's Sales Agency, Huntington, Indiana, $18,722
Melcher Roofing, Roanoke, Indiana, $28,769.47

For a machine to convert print to voice:

Kurzweil Computer Products, Cambridge, Massachusetts, $41,880

For electrostatic water treatment system for the Main Library building:

A. Hattersley and Sons, $28,400
Industrial Piping and Engineering Corporation, $26,750
D.V.T., Inc., $31,400
Shambaugh and Son, Bid received after deadline, returned unopened

New gas and oil burners for the boilers in the Main Library building:

D.V.T., Inc., $24,725
Power Plant Service Inc., $24,700
Industrial Piping and Engineering, $23,276
Poorman's Heating and Air Conditioning, $12,876
Shambaugh and Son, Bid received after deadline, returned unopened

Energy management system for the Main Library building:

Johnson Controls	$49,716
Alternate: Hessen Cassel	$ 3,274
Alternate: Waynedale	$ 3,274
Honeywell, Inc.	$57,700
Alternate: Hessen Cassel	$ 3,400
Alternate: Waynedale	$ 3,400

Havel Brothers, Inc.	$49,991
Alternate: Hessen Cassel	$ 8,964
Alternate: Waynedale	$ 8,964
Note: If both alternates are accepted, deduct $2,639	
Service Electric, Inc.	$69,545
Alternate: Hessen Cassel	$ 7,945
Alternate: Waynedale	$ 7,945

NCR Corporation, Submitted a letter requesting an extension of time, but did not bid.

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Rick J. Ashton
director

21 May 1982

MEMO

To: All Library Board Members

From: Rick Ashton

Re: 27 May 1982 regular Board meeting

The Board of Library Trustees of the Allen County Public Library will meet in regular session on Thursday 27 May 1982 in the meeting room of the Georgetown Branch Library, 6600 East State Boulevard, Fort Wayne, at 3:00 p.m. The long-awaited awarding of a contract for repairs to the Georgetown roof is on the agenda, as are several other important items. I hope you will find the attached materials helpful in preparing for the meeting.

I look forward to seeing you at Georgetown next Thursday.

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
Allen County Public Library
Board Meeting
27 May 1982
3:00 p.m.
Georgetown Branch Library, 6600 East State Boulevard, Fort Wayne, Indiana 46805

1. Adoption of the agenda.

2. Approval of the Minutes of the 22 April 1982 regular Board meeting and the 17 May 1982 bid opening.

3. Reception of the financial report of 30 April 1982.

4. Public hearing on an additional appropriation of $20,798.70.

5. Adoption of an additional appropriation resolution in the amount of $20,798.70.

6. Awarding of contracts for five projects: A. Georgetown Branch Library roof repairs. B. A machine to convert print to voice. C. Energy management system for the Main Library building. D. Electrostatic water treatment system for the Main Library building. E. New gas-oil burners for the boilers in the Main Library building.

7. Report of the Director.
   a. Friends of the Allen County Public Library booksale.
   b. Bond rating change.
   c. A two-year report.
   d. 1982 Summer Reading Program plans
   e. State Board of Tax Commissioners appeals process.
   f. Main Library cooling tower repairs.
   g. Other.

8. Approval of a timetable for adoption of the 1983 budget.

9. Approval of the following salaried appointment:
   Megan Stearns, Acquisitions Services Manager, Grade 7, $15,500.

10. Approval of payment of the following bills:

Operating Fund	$139,198.29
Gift Fund	313.18
NFLCP Mountain Region	30.00
Blue Cross Hospital Service	4,105.50
Lincoln National Life Insurance Co.	2,540.29
Indiana Employment Security Division	608.00
F.W.A.C. Security Association	38.00
PERF - OASI Division	10,758.02
United States Postal Service	3,000.00
Indiana Vocational Technical College	50.00
Indiana and Michigan Electric Company	8,859.37

11. Other business.

12. Adjournment.

Following adjournment: A videotaped report of the first year of the Friends of the Allen County Public Library.

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

27 May 1982

The Board met in regular session at the Georgetown Branch Library, 6600 East State Blvd., Fort Wayne, Indiana, at 3:00 p.m. on 27 May 1982. Members present were Mr. Alan McMahan, Mrs. Rae Gates, Mrs. Lu Ann Beaman, Mrs. Mary Koehlinger, Mr. George Mather. Mr. McMahan presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the Minutes of the 22 April 1982 regular Board meeting and the 17 May 1982 bid opening. The Board approved the Minutes as circulated.
3. Reception of the financial report of 30 April 1982. The Board received the report.
4. Public hearing on an additional appropriation of $20,798.70. Mr. McMahan convened the public hearing as previously advertised. No one came forward to speak on the appropriation. Mr. McMahan closed the hearing.
5. Adoption of an additional appropriation resolution in the amount of $20,798.70. The Board adopted the Additional Appropriation resolution, as appended to these Minutes.
6. Awarding of contracts for five projects: A. Georgetown Branch Library roof repairs. B. A machine to convert print to voice. C. Energy management system for the Main Library building. D. Electrostatic water treatment system for the Main Library building. E. New gas-oil burners for the boilers in the Main Library building.

   A. Upon the recommendation of Mr. Tazian, the Board awarded the contract to Dale's Sales Agency in the amount of $18,722 for Georgetown Branch Library roof repairs.

B. Upon the recommendation of Dr. Ashton, the Board awarded the contract to Kurzweil Computer Products, Cambridge, Massachusetts in the amount of $41,880, for a machine to convert print to voice.

C. Upon the recommendation of David Matson, consulting engineer, the Board awarded the contract for Energy Management System to Johnson Controls Inc. in the total amount of $52,990, including an Alternate for inclusion of Hessen Cassel Branch at $3,274.

D. Upon the recommendation of David Matson, awarding of the contract for for the Electrostatic Water Treatment System for the Main Library building was tabled until the next meeting.

E. Upon the recommendation of David Matson, the Board awarded the contract for New Gas-Oil burners for the boilers in the Main Library building to Industrial Piping and Engineering in the amount of $23,276.

7. Report of the Director. Dr. Ashton reported on the following matters:

a. Friends of the Allen County Public Library booksale. The second booksale held 13-15 May had net proceeds of $13,200.

b. Bond rating change. The Library's bond rating from Moody's Investor Service has been changed from Aaa to Aa. This action will have no impact at the present time.

c. Dr. Ashton reported that he has been in the position of Director of the Allen County Public Library for two years, as of 1 June 1982. He summarized some of the major achievements of the Library during the past two years and thanked the Board for their help and support. Mr. McMahan thanked Dr. Ashton for the report and for his work with the Board.

d. 1982 Summer Reading Program plans. The staff expects to enroll 7,000 to 8,000 children in the summer reading program. At least 5,000 of these

will read ten or more books. This year the Young Adults' Services are participating in the summer reading program.

e. State Board of Tax Commissioners appeals process. Legislation adopted by the 1982 session of the Indiana General Assembly allows public libraries to appeal their property tax levies to the State Board of Tax Commissioners. Although information is incomplete at this time, it appears that interpretation of the new law by the State Board of Tax Commissioners will permit the Allen County Public Library to increase its revenue substantially for 1983.

f. Main Library cooling tower repairs. Structural defects in the support system of the cooling tower have been corrected and air-conditioning is operating. Insurance will not cover the costs.

g. Other. None.

8. Approval of a timetable for adoption of the 1983 budget. The Board approved the timetable as submitted and set the work session on the budget for 6 July at 3:00 p.m. at the Main Library.

9. Approval of the following salaried appointment:

Megan Stearns, Acquisitions Services Manager, Grade 7, $15,500.

The Board approved the appointment.

10. Approval of payment of the following bills:

Operating Fund	$139,198.29
Gift Fund	313.18
NFLCP Mountain Region	30.00
Blue Cross Hospital Service	4,105.50
Lincoln National Life Insurance Company	2,540.29
Indiana Employment Security Division	608.00
F.W.A.C. Security Association	38.00
PERF-OASI Division	10,758.02
United States Postal Service	3,000.00
Indiana Vocational Technical College	50.00
Indiana and Michigan Electric Company	8,859.37

The Board approved payment of the bills as submitted.

11. Other business. None.

12. Adjournment. The Board adjourned.

    Following adjournment: A videotaped report of the first year of the Friends of the Allen County Public Library was shown.

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, therefore:

Sec. 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
2 SERVICES CONTRACTUAL		
21 Communication and Transportation		
214 Professional Meetings	$4,000.00	$4,000.00
3 SUPPLIES		
32 Other Supplies		
321 Other Library Supplies	6,000.00	6,000.00
322 Janitors Supplies	2,000.00	2,000.00
33 Coal, Fuel Oil and Gas	8,798.70	8,798.70
Total	$20,798.70	$20,798.70

Presented to the Allen County Public Library Board, read in full and adopted this 27th day of May, 1982, by the following aye and nay vote.

Aye	Nay
Dean McMahan	
[illegible]	
[illegible]	
Mary Kaelling	
[illegible]	
Patricia Beer	

ATTEST:

Patricia Beer

Secretary, Allen County Public Library Board

AGENDA ITEM 5
Requested Action: Approval

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 3:00 o'clock P.M., on the 27th day of May, 1982, will consider the following additional appropriations in excess of the budget for the current year.

OPERATING FUND	AMOUNT
2 Services Contractual	
21 Communication and Transportation	
214 Professional Meetings	$4,000.00
3 Supplies	
32 Other Supplies	
321 Other Library Supplies	6,000.00
322 Janitors Supplies	2,000.00
33 Coal, Fuel Oil and Gas	8,798.70
Total	$20,798.70

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

_____
President, Allen County Public
Library Board

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Rick J. Ashton
director

AGENDA ITEM 6A
Requested Action: Awarding of contract

20 May 1982

To: Board of Library Trustees

From: Zohrab K. Tazian

Re: Report and recommendation on Georgetown Branch Library building roof repair contract

At the bid opening on 17 May 1982, two bids for repairs to the roof of the Georgetown Branch Library building were received, opened, and read aloud. Dale's Sales Agency, Huntington, Indiana, submitted a bid of $18,722. Melcher Roofing, Roanoke, Indiana, submitted a bid of $28,769.47.

The bid of Dale's Sales Agency having been examined for compliance with all specifications and bidding requirements, meets all requirements. I therefore recommend that the Board of Library Trustees of the Allen County Public Library award a contract for repairs to the Georgetown Branch Library building roof to Dale's Sales Agency in the amount of $18,722.

Zohrab K. Tazian

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Rick J. Ashton
director

AGENDA ITEM 6B
Requested Action: Awarding of contract

A RECOMMENDATION CONCERNING THE PURCHASE OF A KURZWEIL READING MACHINE

At the bid opening on 17 May 1982, Kurzweil Computer Products, Cambridge, Massachusetts, submitted the only bid for a machine to convert print to voice for use by blind persons and other handicapped readers. The bid is for a total of $41,880. This total includes one reading machine for the blind, Model III, five years of all maintenance, general customer support, software updates, training for two staff persons in Cambridge, Massachusetts with all expenses to be paid by the vendor, and shipping and insurance charges.

Since this bid complies with all the published specifications, and since Kurzweil Computer Products is the only company currently operating in this market, I recommend awarding of the contract. The funds for the purchase are available from the Library building and equipment fund, as equipment for the Talking Books Department located in the addition to the Main Library building opened in 1981.

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Rick J. Ashton
director

AGENDA ITEMS 6C, 6D, and 6E
Requested Actions: Awarding of contracts

David Matson, consulting engineer, who has been hired by the Library as a consultant on these projects, will be present to recommend action to the Board in the awarding of contracts for an energy management system for the Main Library building, an electrostatic water treatment system for the Main Library building, and new gas-oil burners for the boilers for the Main Library building.

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Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval

PROPOSED TIMETABLE FOR ADOPTION OF THE 1983 OPERATING BUDGET

24 June	Presentation of preliminary budget proposal by staff
6,7, or 8 July	Board working session on budget
22 July	Board adoption of resolution to advertise budget and tax rate
26 July	Advertising of budget and tax rate appears
2 August	Advertising of budget and tax rate appears
19 August	Public hearing
26 August	Board adoption of budget and tax rate and possible adoption of appeal resolution

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

May 27, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

APRIL 1982

Main Library Fines		$3,157.50
Georgetown Branch Library	1,086.23	
Hessen Cassel Branch	378.00	
Little Turtle Branch	441.36	
Pontiac Branch	20.55	
Shawnee Branch	378.22	
Tecumseh Branch	241.70	
Waynedale Branch	276.40	
Harlan Branch	32.00	
Monroeville Branch	20.00	
New Haven Branch	170.50	
Bookmobile #1	44.10	
Bookmobile #2	35.69	
Bookmobile #4	23.50	
Bookmobile #5	21.75	3,170.00
Rent (Tri-Alsa)		300.00
Parking Lot Receipts (Light)		4,000.00
Parking Lot Receipts (H & W)		3,069.30
Copier Receipts		6,936.71
Subscription Fees		100.00
Telephone Pay Station Commission		51.68
Reynolds Interiors Refund		35.00
Snyder Distributing Co. Commission		19.77
Nitz Distributors Commission		7.72
Video Tapes		89.50
Mileage - Ashton		95.12
Piano Fees		30.00
Book Refunds		10.00
Insurance Claim		922.10
Reserve Postals		24.50
Books		150.78
Pamphlets		17.50
Book Bags		8.00
		$22,195.18

APPROVED
Rick J. Ashton
DIRECTOR

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RICK J. ASHTON
DIRECTOR

May 27, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES APRIL 16 - MAY 15, 1982

Apr.	19	Safety plugs	322	2.45
		Connectors	322	5.06
	20	Books	732	3.95
	27	Librarians expense (Anderson)	214	10.76
	28	Librarians expense (Nashville)	214	9.35
May	3	Librarians expense (Columbus Oh)	214	26.51
	6	Librarians expense (Nashville)	214	8.17
	10	Bid Forms	311	5.50
		Federal express	211	9.50
	12	Prints	323	10.56
				$91.81

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — May 27, 1982

Michael B. Clegg	Genealogical Conference, Pittsburgh, Pa. April 22-24, 1982	$137.47
Holiday Inn	Lodging for visiting author - Syd Hoff	110.99
Telecommunications, Allen County Public Library	Video tape	12.00
Cynthia Woodruff	Librarian's expense for Syd Hoff	15.31
Target - Northwood	Books (New Haven Branch)	37.41
		$313.18

Dean McMahan

Mike

Rae Gale

Mary Kelsinger

Jim Beaman

APPROVED

Rick J. Walter

DIRECTOR

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Board Meeting
24 June 1982
3:00 P.M., Shawnee Branch Library, 5600 No11 Avenue, Fort Wayne, IN 46806

1. Adoption of the agenda.

2. Approval of the Minutes of the 27 May 1982 regular Board meeting.

3. Reception of the financial report of 31 May 1982.

4. Report of the Director.
   a. Utility rate decrease.
   b. Summer Reading Program progress report.
   c. Other.

5. Awarding of a contract for electrostatic water treatment system for the Main Library building.

6. Adoption of a collection development policy for the Allen County Public Library.

7. Approval of the following salaried appointments:
   James O. Aschliman, Waynedale Branch Assistant, Grade 4, $10,000.
   Mary F. Dennison, Circulation Department, Grade 2, $8360.

8. Approval of payment of the following bills:

Operating Fund	$ 95,232.45
LSCA-MURL Fund	2,807.12
Bond and Interest Redemption Fund	313,535.86
Lincoln National Life Insurance Co.	2,575.30
Indiana Employment Security Division	1,106.00
Indiana Vocational Technical College	50.00
PERF-OASI Division	10,731.93
United States Postal Service	100.00
Indiana and Michigan Electric Co.	11,093.31
Blue Cross Hospital Service	4,105.50

9. Reception of a preliminary proposal for the 1983 Operating Budget and Levy.

10. Other business.

11. Adjournment.

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

24 June 1982

The Board met in regular session at the Shawnee Branch Library, 5600 Noll Ave., Fort Wayne, Indiana, at 3:00 p.m. on 24 June 1982. Members present were Mr. Alan McMahan, Mr. George Mather, Mrs. Rae Gates, Mrs. Patricia Beers, Mr. Zohrab Tazian, and Mrs. Lu Ann Beaman. Mr. McMahan presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 27 May 1982 regular Board meeting. The Board approved the Minutes as circulated.
3. Reception of the financial report of 31 May 1982. The Board received the report. After extensive discussion on the Telecommunication Center's costs and activities, the Board requested detailed monthly and annual reporting on the Telecommunication Center, with a report due at the August Board meeting.
4. Report of the Director. Dr. Ashton reported on the following matters:
   a. Utility rate decrease. As a result of the efforts of bookmobile driver Robert Reynolds, Indiana & Michigan Electric has reduced the charge for the pole boxes for the bookmobile stops from $11.46 to $8.72 each per month.
   b. Summer Reading Program progress report. Enrollment in the Summer Reading Program is 6498 children, a 33% increase over 1981.
   c. Other. None.
5. Awarding of a contract for electrostatic water treatment system for the Main Library Building. Upon the recommendation of David Matson, Consulting Engineer, the Board awarded the contract to Industrial Piping and Engineering Corporation in the amount of $26,750

6. Adoption of a collection development policy for the Allen County Public Library. The Board adopted the collection development policy as submitted.

7. Approval of the following salaried appointments:
   James O. Aschliman, Waynedale Branch Assistant, Grade 4, $10,000.
   Mary F. Dennison, Circulation Department, Grade 2, $8360.

   The Board approved the appointments.

8. Approval of payment of the following bills:

Operating Fund	$ 95,232.45
LSCA-MURL Fund	2,807.12
Bond and Interest Redemption Fund	313,535.86
Lincoln National Life Insurance Co.	2,575.30
Indiana Employment Security Division	1,106.00
Indiana Vocational Technical College	50.00
PERF-OASI Division	10,731.93
United States Postal Service	100.00
Indiana and Michigan Electric Co.	11,093.31
Blue Cross Hospital Service	4,105.50

   The Board approved payment of the bills as submitted.

9. Reception of a preliminary proposal for the 1983 Operating Budget and Levy. The Board received the preliminary budget proposal as submitted and agreed to review it in detail at a special committee session on 6 July 1982.

10. Other business. Ten joint promotional activities were proposed for Board approval. All concerned prizes and promotions for the Summer Reading Program. The Board approved the proposed activities.

11. Adjournment. The Board adjourned.

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

6 July 1982

The Board met as a committee of the whole on Tuesday 6 July 1982 at 3:00 p.m. in the board room of the Main Library. Members present were Mr. Alan McMahan, Mrs. Lu Ann Beaman, Mr. George Mather, Mrs. Patricia Beers, and Mr. Zohrab Tazian. Mr. McMahan presided.

The committee session was for the purpose of reviewing the proposed 1983 Operating Budget. After extensive review, the committee requested that the staff attempt to increase the budget allocation for books and other library materials.

The committee agreed to give further consideration to the proposed budget at the 23 July 1982 regular Board meeting.

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

22 June 1982

MEMO

To: Board of Library Trustees

From: Rick Ashton Rick Ashton/LA

Re: Reduced Electric Rate

The Library currently operates 95 bookmobile stops where electric power outlets are available. Before 27 March 1981, the monthly charge for each of these outlets was $3.32. Beginning at that time, Indiana and Michigan Electric Company raised the charge to $11.46 per month.

Robert Reynolds, one of the bookmobile drivers, initiated contact with Indiana and Michigan to try to reduce this rate. After some telephoning, he contacted Gene Donaghy, power engineer, who agreed to change the tariff under which we are charged for the bookmobile outlets from Tariff MS to Tariff GS. This change reduces the monthly service charge for each outlet from $11.46 to $8.72. This change will save the Library more than $3100 per year in charges for electricity.

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Rick J. Ashton
director

AGENDA ITEM 5
Requested Action: Awarding of Contract

At the 27 May Board meeting, David Matson, consulting engineer, recommended that the Board table the matter of the awarding of a contract for the electrostatic water treatment system for the Main Library building, pending further investigation by him and by Library staff members. Accordingly, the Board tabled the matter until the 24 June meeting.

Mr. Matson now recommends that the Board award the contract for the electrostatic water treatment system for the Main Library building to Industrial Piping and Engineering Corporation, the low bidder, for the amount of $26,750.

AGENDA ITEM 6
Requested Action: Adoption

COLLECTION DEVELOPMENT POLICY

Policy. In support of its mission as a public service institution concerned with education, information, entertainment, and cultural enrichment of the community, the Allen County Public Library acquires and makes available for public use the largest number, highest quality, and widest range of books and other library materials which its resources will permit. This policy statement is intended to inform the public and guide the Library staff concerning the principles under which this major library function is performed.

Definition of Collection Development. Collection development is the process by which the staff of the Library determines the overall nature, depth, and scope of the Library collection. Collection development includes the daily task of selection of individual items for acquisition, but it also extends to planning, budget-making, and evaluation of the collection. The process requires the combined efforts of the entire professional staff of the Library.

General Principles. The Library actively pursues the twin goals of contemporary significance and permanent value in collection development. Guided by a sense of responsibility to both the present and the future in adding materials to its collection, it attempts to maintain overall balance. It searches for materials which will interest current library users and materials which will meet the needs of members of the community who have not traditionally been library users.

Materials included in the collection present all points of view on current and historical issues and inclusive portrayals of human experience in a wide variety of media and styles. The origin, background, or viewpoint of an author does not exclude the author's work from the collection. Partisan or doctrinal disapproval does not result in exclusion or removal of a work

from the collection. The origin, age, background, or viewpoint of a Library user does not deny or abridge that person's right to full use of the Library.

Selection Tools and Criteria. Review media, basic lists of standard works, subject bibliographies, recommendations from members of the public, and other sources of information are used by Library staff in making decisions on the acquisition of individual items for the collection. Any of the following criteria may determine the inclusion or exclusion of an item:

A. Current usefulness and public demand

B. Permanent value

C. Authority and competence in presentation

D. Relationship of the item to the existing collection

E. Relative importance in comparison with other works on the subject

F. Physical characteristics of the item

G. Price

The Library acquires multiple copies of items in high public demand.

To avoid unnecessary duplication of materials, the Library attempts to coordinate its efforts with those of schools, colleges and universities, and medical institutions.

The Library welcomes gifts of books and other materials, with the understanding that decisions regarding the use or other disposition of an item will be made in accordance with general selection criteria.

Special Media and Subject Areas. Books and all other materials are selected in accordance with the tools and criteria enumerated above. Additional considerations guide the selection of materials in special media and special subject areas. In addition to books, the Library collects periodicals, newspapers, pamphlets, clippings, pictures, sound recordings, films,

videotapes, microforms, computer tapes, art prints, special materials for blind and handicapped readers, and other items. In every case, current usefulness, public demand, and potential permanent value are the most important criteria for selection. In the selection of expensive audiovisual materials, formats are chosen with consideration for format stability in the marketplace, material durability, and potential use.

Several special subject collections also are developed by the Library.

Collections for children and young adults include reference materials, circulating materials, and other materials in several media. Young adults and children are encouraged to use materials throughout the Library.

The Indiana Collection includes books and other materials about Indiana and by Indiana authors.

The Fred J. Reynolds Historic Genealogy Collection attempts to collect comprehensively in the fields of United States and Canadian family and local history. It has become the best collection of its kind in the Midwest. It includes a large microtext collection along with printed materials. It does not include manuscripts or archival material.

In languages other than English, the Library does not maintain a comprehensive collection. It acquires dictionaries, language instructional materials, outstanding classics, and materials requested in the community.

Paperback copies of books of high public demand are acquired in large numbers. Books published only in paperback are also acquired under the general selection criteria.

As a selective depository for United States Government Publications, the Library acquires large numbers of government publications. It is also a regional depository for Indiana state publications. The Library actively attempts to acquire local government publications of local units in Allen County.

Legal reference materials are acquired to support the references in Burns Indiana Statutes and United States Code.

Disposal of Material. In order to continue to develop a useful and attractive collection, the Library removes books and other materials which are no longer useful. The same criteria are used in the removal of materials as in their acquisition. Specific judgments may be made for one or more of the following reasons:

A. Poor physical condition

B. Obsolescence of information

C. Insufficient public use or basic value

D. Unnecessary duplication of multiple copies

Items removed from the collection may be made available to the Friends of the Allen County Public Library for sale, with the proceeds being used to aid the Library, or they may be otherwise disposed of.

Evaluation of Materials by the Public. In order to insure effective communication between the Library and the community concerning the range of ideas and information and inclusive portrayals of human experience in the Library collection, the Library maintains a materials evaluation procedure. Information concerning this procedure is made available throughout the Library system.

Administration of Policy. The Director of the Library is responsible for the administration of this policy. Responsible participation in collection development activity is widely distributed throughout the professional staff.

AGENDA ITEM 9
Requested Action: Receive proposal
Review at length at 6 July 1982 work session.

24 June 1982
PROPOSED 1983 OPERATING BUDGET

The proposed 1983 operating budget is a response to two major changes in the financial and procedural situation under which library budgets are adopted and approved.

The financial change comes from Public Library 53, Acts of the 1982 Indiana General Assembly. This law permits all public library districts to appeal their tax levies to the State Board of Tax Commissioners under certain limitations. The maximum appeal amount for the Allen County Public Library under these limitations is approximately $750,000. We had expected that the appeal procedure would be tested over a period of one or two years before actual revenue consequences became clear. However, the State Board of Tax Commissioners has encouraged all public libraries to appeal for the maximum amounts for which they are eligible for 1983, with the understanding that maximum appeals will be successful. The State Board of Tax Commissioners has also taken the position that the amount added to the levy by appeal is a one-year addition, not a part of the base on which the levy in subsequent years will be computed. Representative William Long, chairman of the House Ways and Means Committee and author of Public Law 53, has stated that this one-year interpretation was not his intention in the drafting or passage of the law. He has made a commitment to introduce appropriate amendatory legislation in the next session. Meanwhile, this budget recommends that the Allen County Public Library seek the maximum appeal for 1983, with the understanding that an equivalent amount of money may not be available for 1984. Although this course of action does not integrate well with the

current efforts of the Library toward long-range operational, strategic, and financial planning, it is a necessary response to an ever-changing environment.

The use of the appeal proceeds is detailed throughout this document. Assuming that the appeal will be successful, the total revenue available for the 1983 operating budget is $5,200,000. Without a successful appeal, the budget may total $4,450,000.

On the procedural side, the State Board of Accounts has introduced new budget forms with a new chart of accounts. Although a somewhat awkward transition to these new forms is necessary, they are clearer, more logical, and more flexible than the previously-required forms and chart of accounts. The new forms group expenditures more logically than the old, provide fewer, broader lines, and allow for the future development of a fully functional budgeting and accounting system. For the 1983 budget it is sometimes necessary to compare previous expenditures in an apples-and-oranges way, but this is a minor inconvenience.

1. Personal Services. This is the largest item of expense. Salaries and benefits totaling $2,927,200 account for 56% of the total budget figure. Increased salary totals are based on a 4% growth of the Library staff to make possible enhanced public services and to allow for local support of a portion of Talking Books services, now dependent on uncertain federal funds.

In addition to the modest increase in staff size, the proposed budget provides for an average salary increase of 8% for all Library employees. Specific details of the salary program will be presented late in 1982, after

consultation with the Committee on Compensation. The Committee on Compensation has reviewed the proposed total figures and will make a recommendation concerning them.

All the benefit items in category 120 are based on projected costs for maintaining present levels of benefits. Costs of these benefits will increase, but benefit levels will not increase.

2. Supplies. All supply items show modest to substantial increases over 1982 budget levels. These increases are based on continuing price escalation for all supply items and increased levels of activity in all areas of the Library. Increasingly important are supplies connected with special program activities. In line 223, Other Operating Supplies, for example, provision is made for $6000 for supplies for promotion and operation of the 1983 Summer Reading Program, including small prizes for all participants. Line 222, Fuel, Oil, and Lubricants, combines lines from the previous chart of accounts for gasoline and oil, other transportation expenses, and a portion of the line formerly entitled Coal, Fuel Oil, and Gas. The total of $56,000 in this line provides for continuing active use of Library vehicles, for modest price increases, and for bad weather. Line 241, Videotape, provides the operating stock of blank tape for the Telecommunication Center. A portion of this cost will be supported by payments from producers of public access television shows for tape used in their productions.

3. Other Services and Charges. Several items in this major category reflect important new activities. Others are one-time expenses which take advantage of additional revenue. The four lines in category 310 provide for consulting

assistance in the initial development of automated library systems, engineering and architectural services for several small projects, legal services, and services of persons involved in public programs, staff workshops, and other educational activities.

Line 321, Telephone and Telegraph, provides for a substantial increase in the cost of local telephone service. It provides $6000 for line charges for participation in the shared automated cataloging services of OCLC, Inc., the Online Computer Library Center, located in Columbus, Ohio. Additionally, it provides $21,000 for line charges for participation in LIBRIS, an automated on-line acquisitions system operated by Baker and Taylor, Inc., the major book distributor from which the Library makes a large fraction of its book purchases.

Utilities, under category 350, also reflect substantial increases. The gas and electricity lines provide for rate increases of 15% to 20%, based on present consumption levels. The energy management system recently purchased for the Main Library building should make a significant impact on these figures, but this budget proposal does not anticipate reductions in consumption.

Line 361, Repairs to Buildings and Structures, provides for many one-time repair and improvement projects which are necessary throughout the system. Long-term spending trends have produced a backlog of these projects. In line 362, Repairs to Equipment, $85,000 is provided for service agreements for ongoing equipment commitments. This includes the mechanical operating equipment of the buildings, office equipment, audiovisual equipment, and telecommunications equipment. The remaining $48,000 in that line allows for

a number of one-time projects, including an experimental equipping of one bookmobile truck with a self-contained electrical generating unit.

Line 371, Rental of Real Estate, provides for rent for the Woodburn Branch Library and possible rent for one additional branch library location in commercial space. Line 372, Rental of Equipment, provides for rental of a terminal and printer for the LIBRIS acquisitions system, photocopier leases and use charges, rental of equipment for programs, and other ongoing charges.

392, Interest on Temporary Loans, is a pessimistic figure based on continued high interest rates and possible increased temporary borrowing to support increased spending levels.

394, Transfer to Library Improvement Reserve Fund, $20,000, is a token amount set aside for major unanticipated repair and capital improvement startup needs. By the end of 1982 the balance in the Library Improvement Reserve Fund will be below $100,000.

395, Bindery Services, $50,000, is a reduction of $10,000 from 1982 budget levels. We anticipate binding fewer paperback books, rebinding fewer children's books, and acquiring fewer genealogy materials in unbound form.

396, Computer Services, $71,000, is a new budget line. It provide $48,000 for system charges for the on-line shared cataloging system, $8000 for the on-line acquisitions system, $10,000 for computer services associated with accounting and payroll, and $5000 for computer services for new public services in on-line remote information retrieval. Although no immediate

impact is likely, these system charges may eventually be partially offset by personnel expense reductions.

4. Capital Outlays. Line 440, Furniture and Equipment, contains in its $211,100 many one-time equipment purchases, as well as many replacements for existing equipment. Three computer terminals with associated hardware for the on-line cataloging system, replacement of two or three Library motor vehicles, replacement of a fifteen-year-old press in the print shop, and replacement of several items in the Telecommuniation Center are major items. Lines 451, 452, and 453, the Library books and materials lines, represent a 14.4% increase over 1982 budget levels.

This budget will provide for improved Library service in several ways. It will permit a small expansion of the staff for immediate service improvements. It will support the initial steps toward an integrated automated library system, which will eventuate in major improvements in public service. It will allow for replacement of equipment, addition of equipment, and major building repairs. It will provide continued strong support for the purchase of books and other library materials. Whether the additional funds made available by a successful levy appeal become a permanent part of the Library's financial picture or not, the actions taken under the 1983 budget will provide an important step in the continued development and enhancement of library service to the people of Allen County.

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1983

Allen County Public Library

Allen County

Prepare a separate estimate for each fund.

OPERATING FUND

	Items	Total Estimate	Approved
1 Personal Services			
110 Salaries and Wages			
111 Salary of Librarian	2,555,000	2,555,000	
112 Salary of Assistants			
113 Salary of Treasurer			
114 Wages of Janitors			
120 Employee Benefits			
121 Employer's Share - F.I.C.A.	171,500		
122 Unemployment Compensation	26,000		
123 Employer's Contribution - P.E.R.F.	76,700		
124 Employer's Contribution - Group Insurance	98,000		
125 Sick Pay	0		
126 Other Employee Benefits	0	372,200	
130 Other Personal Services			
1. Total Personal Services		2,927,200	
2. Supplies			
210 Office Supplies			
211 Official Records	400		
212 Stationery and Printing	10,000		
213 Other Office Supplies	16,000	26,400	
220 Operating Supplies			
221 Cleaning and Sanitation Supplies	36,000		
222 Fuel, Oil and Lubricants	56,000		
223 Other Operating Supplies	75,000	167,000	
230 Repair and Maintenance Supplies			
231 Building Materials and Supplies	6,000		
232 Paint and Painting Supplies	700		
233 Repair Parts	8,000		
234 Other Repair and Maintenance Supplies	3,500	18,200	
240 Other Supplies			
241 Videotape	15,000		
		15,000	
2. Total Supplies		226,600	
3. Other Services and Charges			
310 Professional Services			
311 Consulting Services	12,000		
312 Engineering and Architectural Services	5,500		
313 Legal Services	8,500		
314 Other Professional Services	6,000	32,000	
320 Communication and Transportation			
321 Telephone and Telegraph	77,800		
322 Postage	17,000		
323 Traveling Expense	5,500		
324 Professional Meetings	4,000		
325 Freight and Express	1,100		
		105,400	
330 Printing and Advertising			
331 Advertising and Publication of Notices	1,200		
332 Printing, Other Than Office Supplies	1,500	2,700	
340 Insurance			
341 Official Bonds	100		
342 Other Insurance	41,000	41,100	

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
350 Utility Services			
351 Gas	78,000		
352 Electricity	211,000		
353 Water	5,000		
354 Waste Disposal Services	8,000	302,000	
360 Repairs and Maintenance			
361 Buildings and Structures	97,000		
362 Equipment	133,000	230,000	
370 Rentals			
371 Real Estate	17,600		
372 Equipment	35,000	52,600	
380 Debt Service			
381 Payment of Bonds	0		
382 Interest - Bonds	0	0	
390 Other			
391 Dues	5,000		
392 Interest on Temporary Loans	42,000		
393 Taxes and Assessments	0	47,000	
394 Transfer to Library Improvement Reserve Fund	20,000	20,000	
395 Bindery Services	50,000		
396 Computer Services	71,000		
397 Photographic Services	3,300	124,300	
3. Total Other Services and Charges		957,100	
4. Capital Outlays			
410 Land	0		
420 Buildings	0		
430 Improvements Other Than Buildings	3,000	3,000	
440 Furniture and Equipment	211,100	211,100	
450 Other Capital Outlays			
451 Books	875,000	875,000	
452 Periodicals and Newspapers			
453 Nonprinted Materials (Microforms & Audio-visuals)			
4. Total Capital Outlays		1,089,100	
Fund Total		5,200,000	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the _____ _____

Library for the calendar year 19____ for the purposes therein specified.

Date this_____day of_____19____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Members of Library Board | Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0763

AGENDA ITEM 10 - Other Business
Requested Action: Approval

PROPOSED JOINT PROMOTIONAL ACTIVITIES

Ten joint promotional activities are proposed for Board approval. These joint promotional activities all involve prizes for children who are participating in the Summer Reading Program. In every case, the cooperating organization would donate prizes. In return, the Library would provide recognition to the cooperating organization and use the donated prizes in the overall awards to children for participation in the program.

The Library proposes to award to every child who reads 10 or more books during the program the following joint promotion-provided prizes:

Brown's Chicken: free food coupon
Penguin Point Restaurants: small meal coupon
Pizza Hut: pizza bucks coupon
McDonald's Restaurants: food coupon
Dairy Queen Brazier Restaurants: coupon for free ice cream with food purchase
Roller Dome North and South: coupon for free admission on specified dates
Historic Fort Wayne, Inc.: discount coupon for admission
Ice Skating Rink at Glenbrook Mall: coupon for free skate rental or admission

The Library also proposes to award by drawing from names of children who have read over 30 books, at each branch, bookmobile, and the Main Library, one coupon to King's Island Amusement Park or Cedar Point Amusement Park, the coupon for admission to rides and attractions within the park.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

June 24, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

MAY 1982

Main Library Fines		$3,003.07
Georgetown Branch Library	950.94	
Hessen Cassel Branch	443.40	
Little Turtle Branch	396.79	
Pontiac Branch	24.60	
Shawnee Branch	399.77	
Tecumseh Branch	196.90	
Waynedale Branch	274.10	
Monroeville Branch	32.00	
New Haven Branch	74.15	
Woodburn Branch	28.80	
Bookmobile #2	40.00	
Bookmobile #4	12.00	
Bookmobile #5	13.10	
Bookmobile #7	16.82	2,903.37
Rent (Tri-Alsa)		300.00
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (H & W)		3,928.26
Copier Receipts		5,823.90
Insurance Claim		2,433.60
Book Refund		14.00
Telephone Pay Station Commission		11.48
Book Bag Receipts		57.00
Subscription Fees		60.00
Piano Fees		30.00
Mileage - Ashton		95.12
Books		319.65
Reserve Postals		17.00
Video Tapes		182.50
Pamphlets		55.00
		$21,233.95

APPROVED Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - MURL FUND

Public Library Bills June 24, 1982

Baker & Taylor Company	Books	$2,807.12

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

BOND AND INTEREST REDEMPTION FUND

Public Library Bills — June 24, 1982

Fort Wayne National Bank	Bonds and coupons due July 1, 1982	$172,080.00
Lincoln National Bank & Trust Company	Bonds and coupons due July 1, 1982	141,455.86
		$313,535.86

APPROVED

DIRECTOR

ACPL
ALLEN COUNTY
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MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

1 July 1982

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/ea

Re: 6 July 1982 Committee Meeting

The Board of Library Trustees will meet as a committee of the whole on Tuesday 6 July 1982 at 3:00 p.m. in the board room of the Main Library. The committee session will be for the purpose of reviewing the proposed 1983 Operating Budget and Tax Levy.

In addition to the materials provided to you before the 24 June regular Board meeting, I am enclosing with this note a document bearing a three-year comparison of 1981 expenditures, 1982 budget and expenditures to date, and proposed 1983 budget. At the meeting next Tuesday, I will have detailed information on the specific revenue sources and specific tax consequences of the proposed budget.

I look forward to seeing you next Tuesday.

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Rick J. Ashton
director

1 July 1982

To: All Media

From: Rick J. Ashton, Library Director

The Board of Library Trustees of the Allen County Public Library will meet as a committee of the whole on Tuesday 6 July 1982 at 3:00 p.m. in the board room of the Main Library. The committee meeting will have one agenda item: review of the proposed 1983 Operating Budget and Tax Levy.

ACPL
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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 July 1982

To: All Library Board Members

From: Rick Ashton Rick Ashton/ca

Re: 22 July Board Meeting

The Board of Library Trustees will meet at the Hessen Cassel Branch Library, 3030 East Paulding Road, at 3 p.m. on Thursday 22 July 1982. The major item of business is two resolutions to advertise the 1983 Bond and Interest Redemption Fund Budget, Levy, and Rate and the 1983 Operating Budget, Levy, and Rate. Materials on both these budgets are enclosed, along with other material to help you prepare for the meeting.

I look forward to seeing you at Hessen Cassel on Thursday.

ACPL
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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

19 July 1982

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Board Meeting
22 July 1982
3:00 PM
Hessen Cassel Branch Library, 3030 East Paulding Road, Fort Wayne, Indiana 46816

1. Adoption of the Agenda.

2. Approval of the Minutes of the 24 June 1982 regular Board meeting and the 6 July 1982 meeting of the Committee of the Whole on the 1983 proposed Operating Budget.

3. Reception of the financial report of 30 June 1982.

4. Report of the Director.
   a. Three Rivers Festival events.
   b. Report on American Library Association conference.
   c. Local Government Funding Study Committee Hearing.
   d. Federal legislative update.
   e. Planning update.
   f. Other.

5. Discussion of the proposed 1983 Operating Budget, Tax Levy, and Tax Rate and 1983 Bond and Interest Redemption Fund Budget, Tax Levy, and Tax Rate.

6. Adoption of a resolution to advertise the 1983 Operating Budget, Levy, and Rate.

7. Adoption of a resolution to advertise the 1983 Bond and Interest Redemption Fund Budget, Levy, and Rate.

8. Approval of contract with Johnson Controls, Inc.

9. Approval of a joint promotional activity with the Venice Restaurant.

10. Approval of the following salaried appointments:
    Lea Anne Kasner, Circulation Services, Grade 2, $8360.
    Janet Hartzell, Cataloging Services Manager, Grade 7, $18,288.

11. Approval of payment of the following bills:

Operating Fund	$105,192.14
Library Building & Equipment Fund	8,711.00
Gift Fund	3,184.11
Government Training Service	140.00
Lincoln National Life Insurance Co.	2,547.47
Indiana Employment Security Division	738.00
PERF-OASI Division	11,280.41
Public Employees' Retirement Fund	10,680.90
Indiana & Michigan Electric Co.	13,255.37

12. Other business.

13. Adjournment

AGENDA ITEM 2a.
Requested action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

22 July 1982

The Board met in regular session at the Hessen Cassel Branch Library, 3030 East Paulding Road, Fort Wayne, Indiana, at 3:00 p.m. on 22 July 1982. Members present were: Mr. Alan McMahan, Mrs. Lu Ann Beaman, Mrs. Rae Gates, Mrs. Mary Koehlinger, Mrs. Patricia Beers, and Mr. Zohrab Tazian. Mr. McMahan presided.

1. Adoption of the Agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 24 June 1982 regular Board meeting and the 6 July 1982 meeting of the Committee of the Whole on the 1983 proposed Operating Budget. The Board approved the Minutes as circulated.
3. Reception of the financial report of 30 June 1982. The Board received the report. Dr. Ashton commented that spending is at a reasonable pace, except for a lag in the book budget, where more active spending toward the end of the year will prevail.
4. Report of the Director. Dr. Ashton reported on the following matters:
   a. Three Rivers Festival events. Five noon concerts and one evening concert were held at the Main Library. The Library presented information at booths at the solar energy event and the history fair which were parts of the Three Rivers Festival.
   b. Report on American Library Association conference. Programs and general information from the ALA conference held in Philadelphia 9-12 July indicated very serious conditions in many urban libraries. Developments at the Allen County Public Library, especially in the areas of publicity and promotion, and video activities, compare very favorably with those nationally.

c. Local Government Funding Study Committee hearing. Dr. Ashton presented Library-related testimony at the hearing held in Fort Wayne on 8 July.

d. Federal legislative update. $28 billion has been included for Function 500 in the budget resolution. Function 500 covers all federal education programs, and the amount to be allocated for library programs remains uncertain. Postal subsidies, including free matter for the blind and library mailing rates, are still undetermined.

e. Planning update. Much work has been done by the staff in the last eight months. Results of this work will be presented at the August Board meeting.

f. Other. On 11 July at 3:00 a.m., a break-in occurred at the Hessen Cassel Branch Library. The Library lost a television set and suffered damage to the back door of the building and a photocopy machine. One of the persons involved in the break-in was apprehended and prosecution will be pursued.

5. Discussion of the proposed 1983 Operating Budget, Tax Levy, and Tax Rate and 1983 Bond and Interest Redemption Fund Budget, Tax Levy, and Tax Rate. Dr. Ashton explained that the staff had responded to Board requests for changes in the proposed Operating Budget as follows:

   123 - $ 5,000 increase
   372 - $10,000 reduction
   395 - $ 5,000 reduction
   430 - $ 3,000 reduction
   440 - $ 6,450 reduction
   450 - $19,450 increase

6. Adoption of a resolution to advertise the 1983 Operating Budget, Tax Levy, and Rate. The Board approved the advertisement of the 1983 Operating Budget, Levy, and Rate as proposed.

7. Adoption of a resolution to advertise the 1983 Bond and Interest Redemption Fund Budget, Levy, and Rate. The Board approved the advertisement of the 1983 Bond and Interest Redemption Fund Budget, Levy, and Rate as proposed.

8. Approval of contract with Johnson Controls, Inc. Because of an administrative error, the Board did not receive for consideration alternate number three of the Johnson bid, which provides for modification of the central processing unit at the Main Library to accept telephone communications from any number of locations. This alternate is necessary for the installation of the other alternate portion of the contract which the Board awarded. The Board approved awarding a contract to Johnson Controls, Inc. in the amount of $2,126 for modification of the central processing unit at the Main Library to accept telephone communications.

9. Approval of a joint promotional activity with the Venice Restaurant. The Board approved a joint promotional activity with the Venice Restaurant to support an adult reading contest to be held at the Little Turtle Branch Library.

10. Approval of the following salaried appointments:

    Lea Anne Kasner, Circulation Services, Grade 2, $8360.
    Janet Hartzell, Cataloging Services Manager, Grade 7, $18,288.

    The Board approved the two appointments.

11. Approval of payment of the following bills:

Operating Fund	$105,192.14
Library Building & Equipment Fund	8,711.00
Gift Fund	3,184.11
Government Training Service	140.00
Lincoln National Life Insurance Company	2,547.47
Indiana Employment Security Division	738.00
PERF-OASI Division	11,280.41
Public Employees' Retirement Fund	10,680.90
Indiana & Michigan Electric Company	13,255.37

    The Board approved payment of the bills as submitted.

12. Other business. Resolution to waive performance bond requirements. Dr. Ashton requested adoption of the following resolution:

    The Board of Library Trustees of the Allen County Public Library hereby waives the requirement for a performance bond for Kurzweil Computer Products, Inc., in performance of its contract to furnish a machine to translate printed material into voice.

After discussion, the Board adopted an amended resolution. The resolution was as follows:

> The Board of Library Trustees of the Allen County Public Library hereby waives the requirement for a performance bond for equipment furnished by Kurzweil Computer Products, Inc., but requires a performance bond for the service and software update portion of its contract to furnish a machine to translate printed material into voice.

13. Adjournment. The Board adjourned.

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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval of contract

Additional Alternate Contract for Energy Management System with Johnson Controls, Inc.

At the 27 May Board of Library Trustees meeting, the Board awarded a contract to Johnson Controls, Inc., in the amount of $52,990 for the energy management system for the Main Library and for inclusion of the Hessen Cassel Branch Library as a remote controlled location for the energy management system. Because of an administrative error, the Board did not receive for consideration alternate number three of the Johnson bid, which provides for modification of the central processing unit at the Main Library to accept telephone communications from any number of locations. This alternate is necessary for the installation of the other alternate portion of the contract which the Board awarded.

Therefore I request that the Board award a contract to Johnson Controls, Inc. in the amount of $2,126 for modification of the central processing unit at the Main Library to accept telephone communications. The awarding of this additional alternate contract still leaves Johnson Controls as the low bidder on the project.

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Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Approval

Joint Promotional Activity, Little Turtle Branch Library and Venice Restaurant

The staff of the Little Turtle Branch Library seeks approval of a joint promotional activity to support an adult reading contest to be held at the Little Turtle Branch Library. Why should kids have all the fun?

For each five books read by an adult 21 years of age or over between 9 August and 27 August, the Little Turtle Branch Library will award one entry in a drawing to be held at the branch on 30 August. The more books a participant reads, the more chances of having his or her name drawn. The winning entrant will receive a gift certificate for $20 good for a dinner at the Venice Restaurant.

Promotion of the program will be local. Posters at the branch, in neighborhood stores, and at the restaurant will advertise the event.

The staff members who accompany the winning entrant to dinner at the Venice Restaurant will pay for their own dinners, they say.

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Rick J. Ashton
director

AGENDA ITEM 12
Requested Action: Resolution to waive performance bond requirement

In advertising for bids for a machine to translate printed material into voice, the Allen County Public Library used its usual form for bids for construction projects and major equipment purchases. This form requires that the successful bidder furnish a properly executed performance bond in the amount of 100% of the contract awarded.

Kurzweil Computer Products, the only bidder on the purchase, is now attempting to comply with this requirement but is experiencing some difficulty in understanding the requirement, because there is no requirement in Indiana law for performance bonds relating to major equipment purchases.

I have discussed this matter with Mr. Hood. Because the method of payment for this equipment item calls for 90% payment on delivery of the equipment and 10% payment on satisfactory installation and clearing of all punch list items, Mr. Hood is of the opinion that there is no risk to the Library which would require a performance bond.

On the basis of this advice, I propose that the Library waive the requirement for a performance bond in this case. The authority to make this waiver was included in the original advertisement, which read: "The Board of Library Trustees reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding."

This waiver will permit speedier delivery of the Kurzweil Reading Machine without added financial risk to the Library.

Accordingly I propose the following resolution:

> The Board of Library Trustees of the Allen County Public Library hereby waives the requirement for a performance bond for Kurzweil Computer Products, Inc., in performance of its contract to furnish a machine to translate printed material into voice.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

July 22, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

JUNE 1982

Main Library Fines		$2,525.22
Georgetown Branch Library	830.47	
Hessen Cassel Branch	353.93	
Little Turtle Branch	428.62	
Pontiac Branch	18.10	
Shawnee Branch	409.93	
Tecumseh Branch	216.00	
Waynedale Branch	262.55	
Harlan Branch	29.00	
Monroeville Branch	31.00	
New Haven Branch	86.34	
Woodburn Branch	79.40	
Bookmobile #1	48.62	
Bookmobile #2	55.00	
Bookmobile #5	25.00	
Bookmobile #7	17.75	2,891.71
Rent - Tri-Alsa (June & July)		600.00
Copier Receipts		6,981.48
Parking Lot Receipts (Light)		1,000.00
Parking Lot Receipts (H & W)		4,179.28
Insurance Claim		653.17
Telephone Pay Station Commission		46.50
Mileage - Ashton		43.20
Subscription Fees		80.00
Piano Fees		20.00
Book Bag Receipts		58.40
Video Tapes		64.00
Books		173.56
Reserve Postals		17.00
Pamphlets		28.50
		$19,362.02

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

July 22, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES MAY 16 - JULY 15, 1982

May 18	Budget forms	311	7.50
19	Fish food	321	2.99
27	Postage	212	3.38
June 2	Map	731	2.34
17	Construction paper & oaktag	321	5.19
	Craft supplies	321	4.24
	Film developed	323	9.02
21	Sodder	242	1.02
	Adjustable spring hinges	242	5.00
28	Postage	212	1.55
	Yarn, styrofoam balls	321	6.21
	Filter pack	321	2.38
29	Gasoline	215	10.00
July 8	Connector	242	1.55
9	Orange drink	321	5.00
12	Balloons	321	9.36
			$76.73

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — July 22, 1982

Aristoline Inc.	Browsing Bins	$4,845.00
Audio-Visual Specialists Corp.	16mm projector	760.00
Lehman Electronics	Turntables, cassette deck, speakers, amplifiers, headphones	2,593.00
National Mill Supply, Inc.	Dehumidifiers	513.00
		$8,711.00

Dean McMahan

Gerald K. Tazian

Patricia Rice

Mary Kochenger

Julian Lamman

Rae Yates

APPROVED

Keith J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills July 22, 1982

Michael Gemmer	Services contracted for Festival '82 Project	$ 300.00
Ted Roberts	Services contracted for Festival '82 Project	300.00
Joni Putt	Performances at Harlan & Woodburn	150.00
Michael Gemmer	Services contracted for Festival '82 Project	200.00
Ted Roberts	Services contracted for Festival '82 Project	200.00
Downtown Book Center, Inc.	Spanish books	357.82
Diane Allen Groenert	Sign board for Festival '82	25.00
Michael J. Loveless	Original music for television production Festival '82	50.00
Random House, Inc.	Ency. of N.American Birds	46.29
United Supply Co., Inc.	Klean Clay, markers	1,555.00
		$3,184.11

Dean McMahan

Gabriel K. Taylor

Rebecca Ross

Mary Koeberger

Jill Vanderman

Rae Yates

APPROVED

Earl T. Arbogast

DIRECTOR

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Rick J. Ashton
director

3 August 1982

MEMO

To: All Members of the Media

From: Rick J. Ashton RJA/cma

The Board of Library Trustees of the Allen County Public Library will meet at 3:00 p.m. Thursday 5 August in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana 46802.

The Board will meet in executive session to discuss the potential purchase of real estate.

RJA/cma

AGENDA ITEM 2b.
Requested action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

5 August 1982

The Board met in executive session in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. Thursday, 5 August 1982. Members present were: Mr. Alan McMahan, Mrs. Rae Gates, Mrs. Patricia Beers, and Mrs. Mary Koehlinger. Mr. McMahan presided.

The purpose of the meeting was to discuss the potential purchase of real eastate at the northeast corner of Washington and Ewing Streets.

After discussion, the Board directed Dr. Ashton to gather additional information before pursuing the matter any further.

The Board adjourned.

AGENDA ITEM 2c.
Requested action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

11 August 1982

The Board met in executive session in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 11:00 a.m., Wednesday, 11 August 1982. Members present were: Mr. Alan McMahan, Mr. Goerge Mather, Mrs. Rae Gates, Mrs. Patricia Beers, and Mrs. Lu Ann Beaman. Attorney Stanley Hood was also in attendance. Mr. McMahan presided.

The Board discussed the potential purchase of real estate for the Library.

The Board adjourned.

The Board re-convened in open session at 11:45 a.m.

The Board adopted the following resolution: That the Allen County Public Library tender to Standard Oil Company an offer to purchase the real estate owned by them at the corner of Washington and Ewing Streets for $110,000, contingent upon our receipt of a real estate appraisal in at least the amount of $110,000.

The Board directed Mr. Hood and Dr. Ashton to prepare and execute the necessary documents to tender the offer.

The Board adjourned.

AGENDA ITEM 2d.
Requested action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

19 August 1982

The Board of Library Trustees held a public hearing in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m., Thursday, 19 August 1982. Members present: Mrs. Lu Ann Beaman. Staff: Rick J. Ashton, Jacqueline Belschner. Mrs. Beaman presided.

Mrs. Beaman announced the purpose of the hearing: To receive testimony from members of the public concerning the proposed 1983 Operating Budget, Levy, and Tax Rate; and the proposed 1983 Bond and Interest Redemption Fund Budget, Levy, and Tax Rate.

Mrs. Beaman invited any interested person to speak.

No member of the public was present at the hearing.

Mrs. Beaman adjourned the hearing.

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Rick J. Ashton
director

23 August 1982

To: All Library Board Members

From: Rick J. Ashton RJA/cma

Re: 26 August 1982 regular Board meeting

The Board of Library Trustees will meet for its regular monthly meeting in the Board Room of the Main Library, 900 Webster Street, at 3:00 p.m. on Thursday 26 August 1982. The enclosed material is intended to help you prepare for this very important Board meeting. I look forward to seeing you on Thursday.

RJA/cma

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Rick J. Ashton
director

23 August 1982

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
26 August 1982
3:00 p.m.
Board Room, Main Library

1. Adoption of the agenda.

2. Approval of Minutes.
   a. 22 July 1982 regular Board meeting.
   b. 5 August 1982 special Board meeting.
   c. 11 August 1982 special Board meeting.
   d. 19 August 1982 public hearing on 1983 budget.

3. Reception of the monthly financial report of 31 July 1982.

4. Report of the Director.
   a. Urban Libraries Council statistical summary.
   b. Summer Reading Program final report.
   c. Other.

5. Adoption of the 1983 Operating Budget, Tax Levy, and Tax Rate.

6. Adoption of the 1983 Bond and Interest Redemption Fund Budget, Tax Levy, and Tax Rate.

7. Adoption of levy appeal resolution.

8. Adoption of a resolution to advertise for an appropriation from the Library Improvement Reserve Fund in the amount of $265,000.

9. Approval of agreement with Fort Wayne Cinema Center.

10. Submission and preliminary review of the Five-Year Plan.

11. Approval of the following salaried appointments:
    Rosemary Henderson, Georgetown Branch, Grade E, $13,250.
    Carolyn Moskovites, Business and Technology, Grade 3, $8987.

12. Approval of payment of the following bills:

Operating Fund	$141,922.52
Gift Fund	1,140.09
Library Building & Equipment Fund	37,917.99
Grueninger Travel Service	130.00
Avis Rent A Car	106.00
Indiana Employment Security Division	843.00
Pamela Bieri	232.05
Steven Fortriede	263.64
Blue Cross Hospital Service	4,138.00
Lincoln National Life Insurance Co.	2,564.75
PERF-OASI Division	17,401.38
United States Postal Service	3,000.00
Indiana & Michigan Electric Company	15,025.78

13. Other business.

14. Adjournment.

15. Executive session concerning possible purchase of real estate.

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

26 AUGUST 1982

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 26 August 1982. Members present were: Mr. Alan McMahan, Mrs. Patricia Beers, Mr. George Mather, Mrs. Lu Ann Beaman, Mrs. Mary Koehlinger, and Mr. Zohrab Tazian. Mr. McMahan presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of Minutes of 22 July, 5 August, 11 August, 19 August. Mr. Tazian asked that the Minutes of 5 August and 11 August be corrected to read that he was absent at his own request in order to avoid a potential conflict of interest. The Board approved the Minutes with the correction.
3. Reception of the monthly financial report of 31 July 1982. The Board received the report. Dr. Ashton commented that at the end of seven months we have spent a little over 50% of the operating budget. He indicated that he would report at the September meeting concerning spending for supplies.
4. Report of the Director. Dr. Ashton reported on the following matters:
    a. Urban Libraries Council statistical summary. Dr. Ashton presented to the Board some comparisons for the seven Indiana libraries which participated in the study and for the 23 libraries serving populations between 200,000 and 500,000 people.
    b. Summer Reading Program final report. The 1982 Summer Reading Program final report was given to the Board members.
    c. Other. Dr. Ashton informed the Board of the change of meeting place for the next Board meeting. It will be held at the IU-PU Library, second floor conference room. Dr. Ashton informed the Board that the Kurzweil reading machine has been delivered and the $10,000

performance bond for the service and software update portion of the contract has been received. Concerning the Hessen Cassel Branch break-in, the court has ordered the juvenile involved to make restitution to the Library.

5. Adoption of the 1983 Operating Budget, Tax Levy, and Tax Rate. The Board adopted the 1983 Operating Budget, Tax Levy, and Tax Rate as advertised.
6. Adoption of the 1983 Bond and Interest Redemption Fund Budget, Tax Levy, and Tax Rate. The Board adopted the Bond and Interest Redemption Fund Budget, Tax Levy, and Tax Rate as advertised.
7. Adoption of levy appeal resolution. The Board adopted the following resolution in support of the petition to appeal: "Be is resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that it is desired and deemed necessary to proceed with the proposed appeal as set forth in this petition." This appeal was in support of the following petition: "I hereby petition and appeal to the State Board of Tax Commissioners: For relief from levy limitations pursuant to IC 6-3.5-1-12, as amended by Public Law 53, 1982 session, Indiana General Assembly. The Allen County Public Library has advertised and adopted a 1983 Operating Fund levy of $4,094,862. This levy is necessary to support all Library operating expenses as required by law under IC 20-13-1, especially the provision of books and other library materials, the employment of librarians and other employees, and the provision of library facilities for public use. The adopted levy falls within the limits set by Public Law 53, as it is based upon the rate which the Allen County Public Library would have absent the appeal provided by Public Law 53, plus $0.05. This is the first year of the first three-year period specified under Public Law 53."

8. Adoption of a resolution to advertise for an appropriation from the Library Improvement Reserve Fund in the amount of $265,000. The Board adopted the resolution to advertise for the appropriation.

9. Approval of agreement with Fort Wayne Cinema Center. The Board approved the agreement between the Allen County Public Library and Cinema Center, Inc.

10. Submission and preliminary review of the Five-Year Plan. Dr. Ashton distributed to the Board members copies of a document entitled "A Five-Year Plan for the Allen County Public Library: Goals, Objectives, Decisions, and Actions." After discussion, the Board directed Dr. Ashton to confer with Mr. McMahan and to develop a method for the detailed presentation of portions of the plan to the Board for adoption over a period of time.

11. Approval of the following salaried appointments:

    Rosemary Henderson, Georgetown Branch, Grade E, $13,250.
    Carolyn Moskovites, Business and Technology, Grade 3, $8987.

    The Board approved the two appointments.

12. Approval of payment of the following bills:

Operating Fund	$141,922.52
Gift Fund	1,140.09
Library Building and Equipment Fund	37,917.99
Grueninger Travel Service	130.00
Avis Rent A Car	106.00
Indiana Employment Security Division	843.00
Pamela Bieri	232.05
Steven Fortriede	263.64
Blue Cross Hospital Service	4,138.00
Lincoln National Life Insurance Company	2,564.75
PERF-OASI Division	17,401.38
United States Postal Service	3,000.00
Indiana and Michigan Electric Company	15,025.78

The Board approved payment of the bills as submitted.

13. Other business. Dr. Ashton reported that the Standard Oil Company has responded to the Library's offer for the purchase of real estate at the corner of Ewing Street and Washington Boulevard. The response included a change of the period for appraisal from 60 days to 30 days and an addendum requiring the inspection of underground tanks at the Library's expense. In addition, the Standard Oil proposal requests earnest money of $10,000. The Board empowered its President to proceed with the real estate transaction, with the advice of the Director and the Attorney.

14. Adjournment. The Board adjourned.

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Rick J. Ashton
director

AGENDA ITEM 7
Requested action: Approval

PETITION TO APPEAL

I hereby petition and appeal to the State Board of Tax Commissioners: For relief from levy limitations pursuant to IC 6-3.5-1-12, as amended by Public Law 53, 1982 session, Indiana General Assembly. The Allen County Public Library has advertised and adopted a 1983 Operating Fund levy of $4,094,862. This levy is necessary to support all Library operating expenses as required by law under IC 20-13-1, especially the provision of books and other library materials, the employment of librarians and other employees, and the provision of library facilities for public use. The adopted levy falls within the limits set by Public Law 53, as it is based upon the rate which the Allen County Public Library would have absent the appeal provided by Public Law 53, plus $0.05. This is the first year of the first three-year period specified under Public Law 53.

Respectfully submitted,

Rick J. Ashton

Rick J. Ashton
Director

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Rick J. Ashton
director

AGENDA ITEM 7
Requested action: Approval

PETITION TO APPEAL

I hereby petition and appeal to the State Board of Tax Commissioners: For relief from levy limitations pursuant to IC 6-3.5-1-12, as amended by Public Law 53, 1982 session, Indiana General Assembly. The Allen County Public Library has advertised and adopted a 1983 Operating Fund levy of $4,094,862. This levy is necessary to support all Library operating expenses as required by law under IC 20-13-1, especially the provision of books and other library materials, the employment of librarians and other employees, and the provision of library facilities for public use. The adopted levy falls within the limits set by Public Law 53, as it is based upon the rate which the Allen County Public Library would have absent the appeal provided by Public Law 53, plus $0.05. This is the first year of the first three-year period specified under Public Law 53.

Respectfully submitted,

Rick J. Ashton
Director

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Rick J. Ashton
director

RESOLUTION IN SUPPORT OF PETITION TO APPEAL

Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that it is desired and deemed necessary to proceed with the proposed appeal as set forth in this petition.

Adopted this 26th day of August, 1982.

Alan McMahan, President

Lu Ann Beaman, Vice-President

Patricia Beers, Secretary

Zohrab Tazian, Treasurer

George R. Mather

Mary Koehlinger

Rae Gates

Attest: Patricia Beers, Secretary

AGREEMENT BETWEEN THE ALLEN COUNTY PUBLIC LIBRARY AND CINEMA CENTER, INC.

This Agreement is between the Board of Library Trustees of the Allen County Public Library, as Owner, and Fort Wayne Cinema Center, Inc., as Tenant, for the use of portions of the Owner's premises at 900 Webster Street, Fort Wayne, Indiana, 46802, for the purpose of the Fort Wayne Cinema Center, in association with the Allen County Public Library, showing a film series.

The parties agree as follows:

1. The times when the tenant will be entitled to use the premises are shown on the attached list.

2. The portions of the premises rented are the Multipurpose Rooms, adjacent Vestibule and food preparation area, and restrooms on the ground floor of the Main Library, and the Auditorium located on the second floor of the Main Library.

3. The rent is $20.00 per night. The rent is due monthly.

The Tenant will examine the premises and accept the premises in their current condition in advance of the first film showing. The Tenant is responsible for all damage or injury to the premises except for usual wear and tear, and the Tenant is further responsible for all loss or damage sustained by the Tenant and by third persons on the premises in the possession or control of the Tenant. The Tenant will indemnify and hold the Owner harmless from all liability to the Tenant and to such third persons for personal injury or property damage.

4. The Owner shall have no duty to repair the premises for the Tenant's use. The Owner shall have the duty to remove snow and ice for the safety of the Tenant and all third persons using the premises at the Tenant's invitation or with the Tenant's permission.

5. The Tenant agrees to carry liability and property damage insurance to protect the Tenant and the Owner.

6. This Agreement may be cancelled by either party by giving thirty (30) days' notice in writing. In the event the premises are rendered untenantable by fire or other casualty, this Agreement shall be cancelled without notice.

7. The Tenant agrees to observe and cause all others on the premises at the Tenant's invitation or with the Tenant's permission to observe the following rules:

a. No alcoholic beverages or controlled substances shall be permitted on the premises. Any person violating this rule shall be removed from the premises forthwith.

b. There shall be no smoking in the Multipurpose Room or Auditorium. Smoking shall be permitted in the Vestibule and other designated smoking areas. The Tenant shall make an appropriate announcement to enforce this rule.

c. Parking shall be permitted under the Owner's regular parking arrangements.

d. A temporary sign may be placed at the entrance of the premises prior to the events.

e. If the Tenant uses Owner's storage areas, the Owner will not be responsible for any stored equipment.

f. The Tenant may move and rearrange the Owner's personal property, including Multipurpose Room seating, for its own uses, provided, however, that the Tenant shall be responsible to return such personal property to the places in which it was found or to arrange for normal clean-up and maintenance.

g. Parts of the premises other than those rented may be used by the Owner for its own purposes.

Dated at Fort Wayne, Indiana, on 26 August 1982

OWNER

Board of Library Trustees
Allen County Public Library

BY: Alan McMahan

Alan McMahan
President
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

TENANT

Board of Directors
Fort Wayne Cinema Center, Inc.

BY: _____

Carol Ver Wiebe
President
Fort Wayne Cinema Center, Inc.
3541 S. Washington Road
Fort Wayne, Indiana 46804
(219) 432-4249

DATES

First Floor Multipurpose Room
Saturday Nights

September 25
October 2
October 9 (Second Floor Auditorium)
October 16
October 23
October 30 (Second Floor Auditorium)
November 6
November 13
November 20
November 27
December 4
December 11
December 18
January 8
January 15
January 22
January 29
February 5
February 12
February 19
February 26
March 5
March 12
March 19
March 26
April 2
April 9
April 16
April 23
April 30

Second Floor Auditorium
Thursday Nights

September 30 (First Floor Multipurpose Room)
October 14 (First Floor Multipurpose Room)
October 28 (First Floor Multipurpose Room)
November 4
November 11
November 18
December 2
December 9
December 16
January 6
January 13
January 20
January 27
February 3
February 10
February 17
February 24
March 3
March 10
March 17
March 24
April 7
April 14
April 21
April 28

1982 SUMMER READING PROGRAM

"Make Your Own Adventure"

Number of children registered in 17 agencies:		6,662
Number of children reading ten books:		288
Number of children reading 11-29 books:		2,156
Number of children reading 30-99 books:		1,584
Number of children reading 100 or more books:		167
Top readers in the System:	Main Library 501 Monroeville 467 Woodburn 402	
Total number of books read by members:		139,420
Total circulation for juvenile books in June/July:		225,122
Number of children who registered, but read less than ten books:		2,467
Number of attendants at summer children's programs:		6,334
Attendance at the Children's Zoo final event		1,200 approx.

YOUNG ADULTS' SUMMER PROGRAM

Aimed at young readers of Middle School age, the 1982 summer program was a first-time attempt for Young Adults' Services.

131 participants registered for the program, held at the Main Library.

30 read 10-24 books and magazines or attended programs.

28 read 25 or more.

Of these 28, 10 students read over 60 books. Four read over 100.

The top reader read 400 books and the next-most-active read 370.

Attendance at the events for the program totaled 282.

Participants came from 37 different schools in Allen County.

URBAN LIBRARIES COUNCIL STATISTICAL SUMMARY

The Urban Libraries Council, an organization representing urban libraries throughout the United States, recently completed its biennial statistical survey. The information makes possible some useful comparisons.

Per capita operating expenditure is often used in the field as an index to general institutional health. Of the 119 libraries responding to the survey, Arlington Heights, Illinois, had the highest 1981 per capita expenditure at $35.81. Waco, Texas, was at the bottom with $3.95. The mean was $11.53 and the median was $10.50. The Allen County Public Library ranked 25th with a figure of $14.31.

More meaningful comparisons can be made with selected reporting libraries. We have analyzed the figures for the seven Indiana libraries which participated in the study (Evansville, Fort Wayne, Gary, Hammond, Indianapolis, Lake County, and South Bend) and for the 23 libraries serving populations between 200,000 and 500,000 people: Baton Rouge, LA; Canton, Ohio; Charlotte, NC; Columbia, SC; Corpus Christi, Texas; Denver, CO; Elizabeth, NJ; Erie, PA; Fort Wayne, IN; Knoxville, TN; Las Vegas, NE; Lexington, KY; Long Beach, CA; Minneapolis, MN; Mobile, AL; Nashville, TN; Omaha, NE; Richmond, VA; St. Louis, MO; Seattle, WA; Tulsa, OK; Wichita, KS; and Youngstown, Ohio.

Some interesting comparisons:

In books per capita, the Allen County Public Library was first in both groups with 5.64. The average for the seven Indiana libraries was 3.01 and for the 23 libraries nationally was 2.07.

In the comparison of expenditures for books and other materials in relationship to total expenditures, Allen County was first in Indiana, with 16.68% of the total expenditure going for books. The average of the seven Indiana libraries was 13.33%. Among the 23 libraries nationally, Lexington, KY was first, spending 22.63% for books. Allen County was eighth. The average for this group was 14.39% of total expenditure going to books and other library materials.

In circulation of items per person served, Allen County Public Library ranked fourth among the seven Indiana libraries with a circulation of 5.61 items per capita. South Bend was highest with a circulation of 8.48 items per capita. Gary was seventh with 2.25. Among the national group of 23 libraries serving 200,000-500,000 people, Allen County ranked fourth in per capita circulation. Seattle was highest at 8.97 items circulated per person, while Elizabeth, NJ was lowest at 1.18. The average per capita circulation for this group was 4.53 items per person.

Many more comparisons are possible. These few tend to confirm our general picture of the Allen County Public Library. It is in reasonable financial health, heavily committed to serving the public with a very large collection of books and other library materials and a continued financial commitment to the building of that collection, and quite active in public use of those materials.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

August 26, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

JULY 1982

Main Library Fines		$2,212.47
Georgetown Branch Library	817.49	
Hessen Cassel Branch	371.70	
Little Turtle Branch	381.82	
Pontiac Branch	27.00	
Shawnee Branch	382.74	
Tecumseh Branch	275.30	
Waynedale Branch	241.60	
Harlan Branch	21.00	
Monroeville Branch	44.00	
New Haven Branch	93.10	
Woodburn Branch	63.30	
Bookmobile #2	30.00	
Bookmobile #4	17.05	
Bookmobile #5	30.00	
Bookmobile #7	6.00	2,802.10
Rent (Tri-Alsa)		300.00
Parking Lot Receipts (Light)		2,145.82
Parking Lot Receipts (H & W)		5,210.01
Copier Receipts		6,423.76
Mileage (Ashton)		94.80
Snyder Dist. Co. Commission		44.07
Federation of Gen. Societies Printing)		250.00
Nitz Distributors Commission		5.71
Telephone Pay Station Commission		15.79
Video Tapes		132.00
Book Bag Receipts		32.00
Subscription Fees		120.00
Piano Fee		10.00
Books		111.50
Postage		15.00
Pamphlets		37.00
		$19,962.03

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

August 26, 1982

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES JULY 16 - AUGUST 15, 1982

July	20	Gasoline	215	17.40
	22	Film developed	323	12.00
	23	Postage	212	2.40
	30	McDonald Orange bowl	321	10.00
Aug.	3	Librarian's expense (Indpls.)	214	8.57
		Nut, washers	322	1.50
		Straps	441	3.65
	4	McDonald Orange bowl	321	5.00
		McDonald Orange bowl	321	10.00
	11	Packing material	322	9.66
				$80.18

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills August 26, 1982

Gaylord Bros., Inc.	5 Book Trolley	$ 284.45
Kurzweil Computer Products, Inc.	Kurzweil Reading Machine, Annual Maintenance contract for a period of 4 years, Training for 2 persons, 90% on delivery & installation	37,633.54
		$37,917.99

Patricia Ross

Gabriel K. Tazian

C. R. Mather

Mary Koehlinger

Dean McMahan

Sue Ann Seaman

APPROVED

Ruth J. Hull

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — August 26, 1982

Michael Gemmer	Services contracted for Festival '82 Project	$ 200.00
Ted Roberts	Services contracted for Festival '82 Project	200.00
Michael Gemmer	Services contracted for Festival '82 Project	200.00
Ted Roberts	Services contracted for Festival '82 Project	200.00
Continental Book Company	Spanish books	29.95
National Textbook Company	Spanish Books	257.36
Novelas Popular	Spanish Books	52.78
		$1,140.09

Patricia Ross

Judith A. Tassen

J. A. Miller

Mary Schlenger

Dean McMahan

Lyn Ann Seaman

APPROVED

Nelle J. Arthur

DIRECTOR

September 10, 1982

Mr. ~~William G. Kemp~~ Thomas Bloom, Executive Vice President
Indiana Bank and Trust Co.
915 South Clinton Street
Fort Wayne, Indiana 46802

Dear Mr. Kemp:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $900,000.00 for the general operating fund. The Board will require on and in and out basis the total of $900,000.00 for operating expenses for the period September 30, 1982 until December 31, 1982, all dates are inclusive.

Said sealed bids will be received at the board meeting of said Board on September 23, 1982 at 3:00 p.m. at the IU-PU Library, 2nd floor Conference Room, 2101 Coliseum Blvd. East, Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Such Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an Affidavit that no collusion exists between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Yours very truly,

Rick J. Ashton
Director

RJA:jjb

COPY

September 10, 1982

Trustees
Mr. William-Jo Hung, Executive Vice President
Indiana Bank and Trust Co.
111 South Calhoun Street
Fort Wayne, Indiana 46801

Dear Mr. Hung:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $900,000.00 for the general operating fund. The Board will require on and in and out basis the total of $900,000.00 for operating expenses for the period September 30, 1982 until December 31, 1982, all dates are inclusive.

Said sealed bids will be received at the board meeting of said Board on September 23, 1982 at 3:00 p.m. at the IU-PU Library, 2nd floor Conference Room, 2101 Coliseum Blvd. East, Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Such Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an affidavit that he satisfies certain between financial and other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Mr. Alan Mathews, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Yours very truly,

Nick J. Ashton
President

NJA/lfb

Copies also sent to:

Mr. Richard G. Adams
Senior Loan Officer
Lincoln National Bank and Trust Co.
116 East Berry Street
Fort Wayne, Indiana 46802

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donnelly P. McDonald Sr., President
Peoples Trust and Savings Co.
913 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. Jay R. Powell, President
Anthony Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

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ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 September 1982

MEMO

To: All Library Board Members

From: Rick Ashton RJA/cma

Re: Regular Board Meeting of 23 September 1982

The Board of Library Trustees of the Allen County Public Library will meet for its regular monthly meeting on Thursday 23 September 1982 in the second floor conference room of the Helmke Library on the campus of Indiana University-Purdue University, Fort Wayne. Do not worry about where you are permitted to park on the campus. Please try to park as close to the library as you can. If you get a ticket, I will take care of fixing it. Signage on the campus roadways will direct you to the library, and we will attempt to have someone in the library to direct you to the appropriate meeting room.

Although the packet of materials for this meeting is not especially thick, the agenda is long and the business matters are important. At the end of the formal meeting, our staff will conduct for you a demonstration of the OCLC cataloging system using IUPUFW equipment.

I look forward to seeing you on Thursday afternoon.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 September 1982

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3:00 p.m.
23 September 1982
NOTE CHANGE OF LOCATION: Second Floor Conference Room, Helmke Library, Indiana University-Purdue University, Fort Wayne

1. Adoption of the Agenda.

2. Approval of the Minutes of the 26 August 1982 regular Board meeting.

3. Reception of the monthly financial report of 31 August 1982.

4. Report of the Director.
   A. Property tax levy appeals process.
   B. Allen County Tax Adjustment Board hearing.
   C. Friends of the Allen County Public Library Book Sale plans, 7,8,9 October.
   D. New Library services.
   E. Insurance.
   F. Downtown Standard Station purchase.
   G. Other.

5. Public hearing on an appropriation of $265,000 from the Library Improvement Reserve Fund.

6. Adoption of a resolution for an appropriation of $265,000 from the Library Improvement Reserve Fund.

7. Adoption of a resolution approving a contract between the Indiana State Library and the Allen County Public Library for a grant of $25,460 for library services to the blind and physically handicapped during the period 1 October 1982 to 30 September 1983 under the terms of the Library Services and Construction Act.

8. Approval of a lease with Carl K. Nahrwold and Gretchen E. Nahrwold for the Woodburn Branch Library quarters.

9. Approval of a temporary right-of-entry for the City of Fort Wayne for sewer repairs in the Harrison and Washington parking lot.

10. Opening of bids for a temporary loan of $900,000.

11. Approval of a resolution to establish a Pooled Investment Fund.

12. Adoption of a resolution to advertise for bids for fuel oil for 1983.

13. Adoption of a resolution to advertise for bids for bindery services for 1983.

14. Approval of the following salaried appointment:
    Christopher Schlatter, Telecommunication Center, Grade 3, $8987.

15. Approval of payment of the following bills:

Operating Fund	$84,836.20
LSCA-MURL Fund	2,807.70
Gift Fund	466.39
Blue Cross Hospital Service	4,138.00
Greater Cincinnati Library Consortium	75.00
Lincoln National Life Insurance Company	2,676.36
Indiana and Michigan Electric Company	15,705.57
Indiana Employment Security Division	182.00
PERF-OASI Division	11,395.97

16. Review of a portion of the Five-Year Plan.

17. Presentation concerning OCLC, Inc.

18. Other business.

19. Adjournment.

20. Following adjournment: A demonstration of the OCLC cataloging system.

AGENDA ITEM: 2
Proposed action: Adoption

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

23 SEPTEMBER 1982

The Board met in regular session in the Second Floor Conference Room, Helmke Library, Indiana University-Purdue University, Fort Wayne, Indiana, at 3:00 p.m. on 23 September 1982. Members present: Mr. Alan McMahan, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mrs. Rae Gates, and Mr. George Mather. Mr. McMahan presided.

1. Adoption of the Agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 26 August 1982 regular Board meeting. The Board approved the Minutes as submitted.
3. Reception of the monthly financial report of 31 August 1982. The Board received the report. Dr. Ashton commented that 62.1% of the budget has been spent after 66.7% of the year is completed.
4. Report of the Director. Dr. Ashton reported on the following matters:
   A. Property tax levy appeals process. The Library's appeal on tax levy and rate has been filed with the State Board of Tax Commissioners. Since the appeal is only under the new Public Law 53, a hearing in Indianapolis will not be required.
   B. Allen County Tax Adjustment Board hearing. This board cut the Library's levy and operating budget to the legal limit. The appeals process will continue.
   C. Friends of the Allen County Public Library Book Sale plans. The sale will be held 7, 8, and 9 October. An advance sale on 6 October will be for Board members, staff, volunteers, and Friends.

D. New Library services. Dr. Ashton distributed brochures describing two new services. Children's Services now offers toys for loan. The Job Information Center in Business and Technology brings together important materials and services.

E. Insurance. Property and casualty insurance continues with no increase in premium. The Blue Cross/Blue Shield health insurance rate is up 35%. Other bids are due 10 October. Mr. Tazian will call an Insurance Committee meeting and report at the next Board meeting.

F. Downtown Standard Station purchase. Purchase documents have been signed and sent to Standard Oil Company.

G. Other. ILA/ILTA State convention in Indianapolis 21-23 October. All Board members are welcome to attend. Dr. Ashton also reported that the status of federal funding support for the Library Services and Construction Act will not be known until after the November election at the earliest. The Board requested that Mr. McMahan write to Congressman Coats and Senators Lugar and Quayle concerning the Board's strong support for funding of the Library Services and Construction Act at existing levels.

5. Public hearing on an appropriation of $265,000 from the Library Improvement Reserve Fund. Mr. McMahan convened the hearing. No member of the public spoke. Mr. McMahan closed the hearing.

6. Adoption of a resolution for an appropriation of $265,000 from the Library Improvement Reserve Fund. The resolution was adopted as appended to these Minutes.

7. Adoption of a resolution approving a contract between the Indiana State Library and the Allen County Public Library for a grant of $25,460 for Library services to the blind and physically handicapped during the period 1 October 1982 to 30 September 1983 under the terms of the Library

Services and Construction Act. The Board adopted the resolution and signed the contract.

8. Approval of a lease with Carl K. Nahrwold and Gretchen E. Nahrwold for the Woodburn Branch Library quarters. The Board approved a one-year lease, with a flexible renewal option, at a monthly rent of $200 for the Woodburn Branch property.

9. Approval of a temporary right-of-entry for the City of Fort Wayne for sewer repairs in the Harrison and Washington parking lot. The Board approved the temporary right-of-entry.

10. Opening of bids for a temporary loan of $900,000. The following two bids were received:

Indiana Bank	6.50%
Anthony Wayne Bank	Prime rate

The Board moved to accept the bid of Indiana Bank at 6.50%.

11. Approval of a resolution to establish a Pooled Investment Fund. The Board approved the resolution to establish a Pooled Investment Fund.

12. Adoption of a resolution to advertise for bids for fuel oil for 1983. The Board adopted a resolution to advertise for bids for fuel oil for 1983.

13. Adoption of a resolution to advertise for bids for bindery services for 1983. The Board adopted a resolution to advertise for bids for bindery services for 1983.

14. Approval of the following salaried appointment:

    Christopher Schlatter, Telecommunication Center, Grade 3, $8987.

The Board approved the salaried appointment.

15. Approval of payment of the following bills:

Operating Fund	$84,836.20
LSCA-MURL Fund	2,807.70
Gift Fund	466.39
Blue Cross Hospital Service	4,138.00
Greater Cincinnati Library Consortium	75.00
Lincoln National Life Insurance Company	2,676.36
Indiana and Michigan Electric Company	15,705.57
Indiana Employment Security Division	182.00
PERF-OASI Division	11,395.97

The Board approved the payment of the bills as submitted.

16. Review of a portion of the Five-Year Plan. The Board reviewed staff recommendations concerning Objective 33, Objective 35, Objective 36, and Objective 60 of the Five-Year Plan. All four of these objectives related to the catalogs and other finding aids of the Library and to the appropriate technology for improvement and enhancement of these aids.
17. Presentation concerning OCLC, Inc. Dr. Ashton presented information on the Online Computer Library Center, Inc., and its shared online cataloging services. The proposal that the Library join OCLC presented by Dr. Ashton was directly related to the objectives discussed under item 16.
18. Other business. None.
19. Adjournment. The Board adjourned.
20. Following adjournment: A demonstration of the OCLC cataloging system was given by Luana Stanley and Janet Hartzell.

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate money for the functions of the Allen County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purpose herein specified, subject to the laws governing the same:

LIBRARY IMPROVEMENT RESERVE FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
Energy Management System for Main Library and Hessen Cassel Branch	$55,116.00	$55,116.00
Roof Repairs at Georgetown Branch	18,722.00	18,722.00
New combustion gas and oil burners for boilers in Main Library Bldg.	23,276.00	23,276.00
Electrostatic Water Treatment System for the Main Library Bldg.	26,750.00	26,750.00
Improvements to New Haven Branch	26,136.00	26,136.00
Purchase of real estate	115,000.00	115,000.00
TOTAL	$265,000.00	$265,000.00

Presented to the Allen County Public Library Board, read in full and adopted this 23rd day of September, 1982, by the following aye and nay vote.

Aye	Nay
Patricia Bass	
Mary Kekenger	
Julian Brown	
Rae Geller	
[illegible]	
Susan McMahan	

ATTEST:

Patricia M. Bass

Secretary

INDIANA BANK

915 South Clinton
Fort Wayne, Indiana 46802

Member FDIC

September 21, 1982

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Re: Temporary Loan to Public Library of Fort Wayne and Allen County

Dear Mr. McMahan:

Per Mr. Rick H. Ashton's letter dated September 10, 1982, we have been asked to bid on a temporary loan dated September 30, 1982, for the sum of $900,000.00 due and payable on or before December 31, 1982. Assuming the fully tax-free status of this loan and further stating that no collusion exists between ourselves and any other bidder, we respectfully submit our bid at an interest rate of 6.50 per cent.

Should we become the successful bidder, we ask that you contact my office directly. Also, should there be any questions concerning our bid, please advise.

Very truly yours,

Thomas G. Blume
Senior Vice President

TGB/jlh

ANTHONY WAYNE BANK
berry at clinton — fort wayne, ind. 46802 ph. (219) 423-3611

Howard W. Zimmerman
Vice President

September 17, 1982

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Dear Mr. McMahan:

Your request for a bid on the Allen County Public Library for a temporary loan of $900,000.00 has been referred to me. Unfortunately, due to current economic times, we are not in a position to submit a bid on this loan based on the tax free nature of the income.

We would, however, be willing to grant said loan at a rate of Prime for any portion of the $900,000.00 for the period September 30, 1982 until December 31, 1982.

I affirm that neither myself or any other member of the official staff of Anthony Wayne Bank has colluded with any other possible bidder for such loan.

Very truly yours,

Howard W. Zimmerman

HWZ/jal

FORT WAYNE NATIONAL BANK
FORT WAYNE, INDIANA 46802 · (219) 426-0555

September 22, 1982

Mr. Alan McMahan, President
Board of Trustees
Allen County Public Library
900 Webster Street
P.O. Box 2270
Fort Wayne, Indiana 46802

Dear Sir:

In response to the letter of Mr. Rick J. Ashton, Director, and in accordance with the advertisements for bids as published in the local newspapers, we wish to enter our bid for the temporary loan totaling $900,000 to be used for operating expenses during the period from September 30, 1982 to December 31, 1982.

This loan will be made up of loans to the Board of Trustees of Allen County Public Library and for the purchase of these loans totaling $900,000 we bid:

Eight and Three Fourths Per Cent (8-3/4%)

Interest will be charged only from the date of advance to the date of final payment.

We are always pleased to be able to bid on these loans and hope that we may be of help to you.

Very truly yours,

Linda Zolman

Linda Zolman
Assistant Cashier

LZ:ss

AFFIDAVIT OF NON-COLLUSION

STATE OF INDIANA)
COUNTY OF ALLEN) SS:

Linda Zolman of Fort Wayne National Bank, being duly sworn says that no collusion exists between Fort Wayne National Bank and any other bidder for temporary loans of $900,000 to the Board of Trustees of Allen County Public Library.

Further affiant saith naught.

Signed this 22nd day of September, 1982.

FORT WAYNE NATIONAL BANK

BY: Linda Zolman
~~Linda~~ Zolman, Assistant Cashier

Subscribed and sworn to before me this 22nd day of Sept., 1982.

Deloris A. Lamb
Deloris A. Lamb Notary Public
A resident of Allen County.

My commission expires:
January 22, 1986

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 8
Requested Action: Approval of Lease

The Library has leased the present Woodburn Branch Library location from Carl and Gretchen Nahrwold since 1963. The current lease, a five-year agreement, expires on 31 December 1982. After discussion with Mr. and Mrs. Nahrwold, I propose that the Library sign a one-year lease, with a flexible renewal option, at a monthly rent of $200 for the Woodburn Branch property.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 9
Requested Action: Approval of Temporary Right-of-Entry

Documents attached.

AUTHORIZATION FOR ENTRY UPON PRIVATE PROPERTY FOR THE
REPLACEMENT OF SEWERS AND RESTORATION OF DRIVEWAYS AND SIDEWALKS
AND RELATED RESTORATION

PROJECT: Resolution No. 364-1982

OWNER: Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

THIS INDENTURE WITNESSETH, that the above said property owners grant a temporary Right-of-Entry to the CITY OF FORT WAYNE, County of Allen, State of Indiana, for the purposes of necessary construction in accordance with plans and specifications set forth on

GROUP 3 - SEWER REPAIRS
HARRISON STREET SEWER

Said Temporary Right-of-Entry is also subject to the following conditions:

1. The above stated Right-of-Entry area shall be restored to its original, or better, condition upon completion of work in the right-of-way area and said restoration work shall not be delayed until the completion of the project.

2. Any article in the right-of-way area threatened by possible destruction will either be replaced or moved to a new, reasonable location by the City of Fort Wayne or its contractor at no cost to the Allen County Public Library.

3. The City of Fort Wayne or its contractor will provide at no cost to the Allen County Public Library temporary entry and exit arrangements into and out of the west portion of the parking lot property owned by the Allen County Public Library.

4. The City of Fort Wayne shall reimburse the Allen County Public Library for any loss of income or loss of revenue sustained by the Library parking lot bounded on the east by Harrison Street and on the south by Washington Boulevard, which loss of income or revenue is sustained due to excessive interference with said parking lot on the part of either the City of Fort Wayne or its contractor.

5. This Right-of-Entry document will become void upon final acceptance of said project by the City of Fort Wayne through its Board of Public Works subject to notification of the Allen County Public Library by the City of Fort Wayne that there has been acceptance.

This document will serve as authorization and permission for the City of Fort Wayne's contractor, for the project designated above, to enter upon the above said real estate for all necessary construction purposes.

DATE: _____

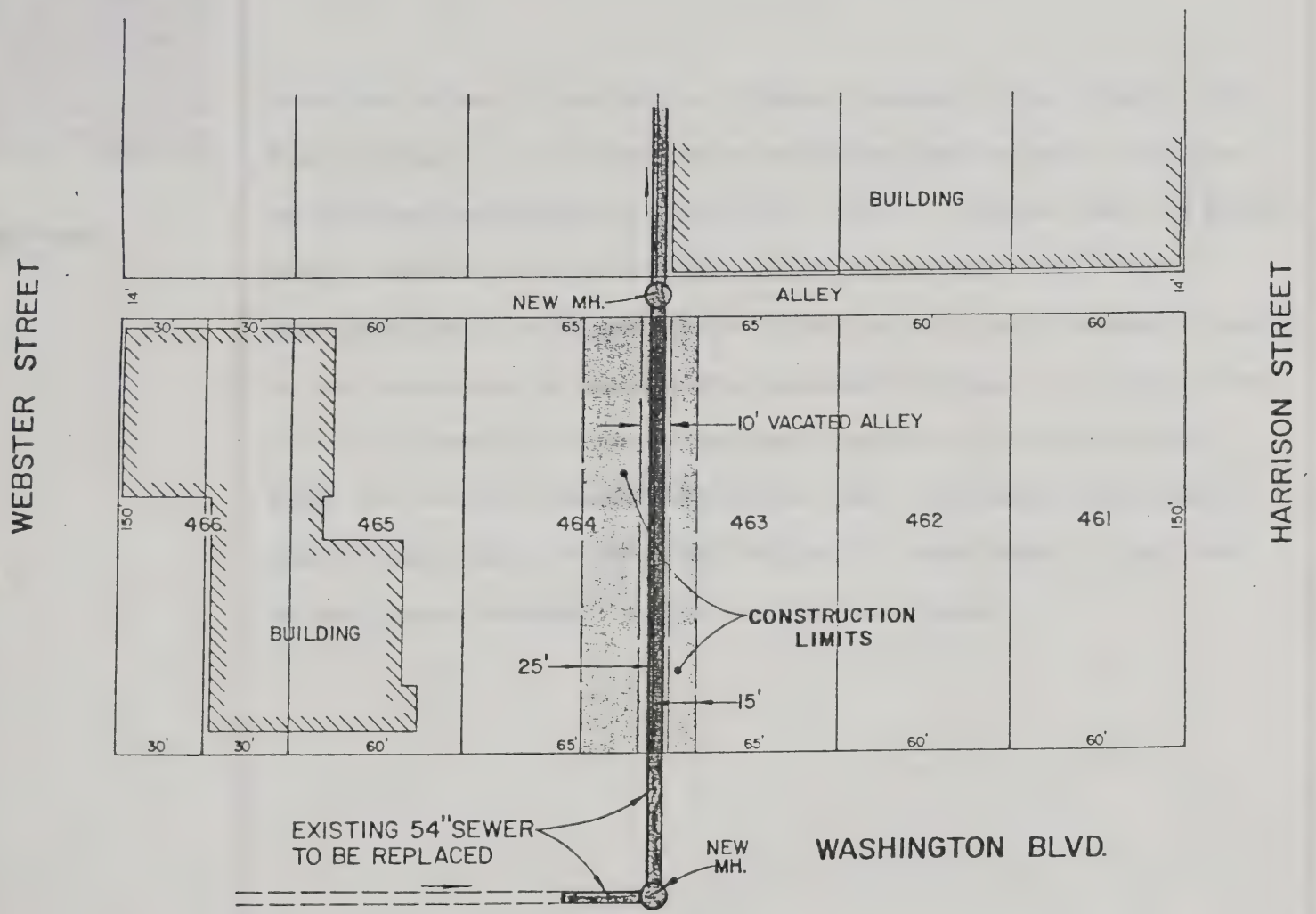
ALLEN COUNTY PUBLIC LIBRARY,

By: _____

_____

CITY OF FORT WAYNE, INDIANA
HARRISON STREET SEWER REPAIR
GROUP 3, RESOLUTION NO. 364

RIGHT OF ENTRY LOCATION MAP



OWNER

FORT WAYNE PUBLIC LIBRARY
900 WEBSTER STREET, 46802

DESCRIPTION

EAST 30' OF LOT 464 AND 5' VACATED ALLEY IN HANNA'S ADDITION.

WEST 45' OF SOUTH 75' OF LOT 463 AND 5' VACATED ALLEY IN HANNA'S ADDITION.

SOUTH 45' OF NORTH 75' OF LOTS 461, 462, AND 463; WEST 25' OF NORTH 30' LOT 463 AND 5' VACATED ALLEY IN HANNA'S ADDITION.

SCALE: 1" = 60'

PREPARED BY:

BONAR & ASSOCS.
616 S. HARRISON ST.
FORT WAYNE, INDIANA
46802

ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 11
Requested Action: Establishment of Fund

Under the Bylaws of the Board of Library Trustees of the Allen County Public Library, the Library has an operating fund and such other funds as the Board may establish from time to time. I request that the Board adopt a resolution establishing a pooled investment fund. This accounting device will permit the Library to gain more favorable interest on its investments by pooling the investment balances in a single fund. It will be possible to group investment balances from the operating fund, the bond and interest redemption fund, the library improvement reserve fund, the gift fund, the William H. Crane Memorial fund, and to reallocate investment income back to those funds.

RJA/cma

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
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46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM 17
Requested Action: None

BACKGROUND INFORMATION ON OCLC, INC. AND ITS SHARED ON-LINE CATALOGING SERVICES

One of the policy decisions before the Board of Library Trustees in the near future will concern a proposal that the Allen County Public Library join the On-line Computer Library Center, Inc., for the purpose of on-line shared automated cataloging.

Cataloging is the process by which library staff members describe books or other materials to identify and make the item available to library users. Historically, the cataloging process which makes possible the retrieval of information in libraries has centered around large card files which require large amounts of labor to create and maintain.

Developments in computer technology during the last decade have made possible the creation and maintenance of computer catalog files requiring much less effort than manual files. Telephone lines and remote terminals make access to this information available in many locations.

OCLC, Inc., the On-line Computer Library Center, was founded in 1967 as a network of Ohio academic libraries. These libraries were trying to find a way to slow the rate of rise of their expenditures for cataloging and associated activities. At the same time, the Library of Congress was working to create machine-readable data files in a large file now known as MARC. From the original membership of a few Ohio

libraries, OCLC has grown to a membership of over 3200 libraries throughout the United States. Its computer cataloging database contains about eight million titles which represent about 70 to 80 million books, periodicals, and audiovisual items. One of the principal services which OCLC now provides to its members is the production of over two and one-half million catalog cards weekly. The database consists of cataloging records created by the Library of Congress and the member libraries of OCLC, all using the same national cataloging standards. This helps with the avoidance of duplication of effort and speeds the process of making books and other items available.

By joining OCLC, the Allen County Public Library would initially use the services of OCLC for searching for cataloging information and catalog card production. We would keep our card catalogs, at least for the immediate future.

During 1983 at projected rates of activity, the Allen County Public Library will process about 55,500 books and other items. The costs of the OCLC system for this cataloging activity would come to slightly over $34,000. These charges include database use charges, charges for catalog card production, and telecommunications costs.

A portion of the telecommunications costs of this activity is subsidized by the State of Indiana. Through it the Indiana library network known as INCOLSA (the Indiana Cooperative Library Services Authority), the state provides a substantial portion of the telecommunications cost. At this time, the INCOLSA budget is uncertain, but it appears that it will continue to be able to support something more than half of the telecommunications costs, which may run to a total of more than $3000.

The immediate benefit for Allen County Public Library patrons would be a quicker processing of newly-acquired books. The book would get to the shelf more quickly and into the hands of the users more quickly. Over a period of time, reduction of the staff of Technical Services will become possible, as cataloging and processing backlogs are cleared up and reorganization of the activity of the division is completed. We would not expect initially, however, to have a substantial staff savings from this step.

Involvement in the OCLC cataloging system becomes the basis for a more general automation of library procedures and more effective participation in library networks. The success of cataloging would lead to decisions concerning automation of serials and periodical controls, development of a machine-readable catalog which would entirely replace the card catalog, automated circulation control systems, and the like.

All the other Indiana libraries serving populations exceeding 100,000 are members of OCLC. In the local area, Indiana University-Purdue University, Fort Wayne, is a member, as are Concordia Theological Seminary and the Fort Wayne Bible College.

A demonstration of the cataloging system will answer many of the questions which may arise.

RJA/cma

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

September 23, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

AUGUST 1982

Main Library Fines		$2,292.57
Georgetown Branch Library	817.20	
Hessen Cassel Branch	403.26	
Little Turtle Branch	364.04	
Pontiac Branch	17.25	
Shawnee Branch	314.04	
Tecumseh Branch	208.45	
Waynedale Branch	228.37	
Harlan Branch	45.00	
Monroeville Branch	48.00	
New Haven Branch	176.50	
Woodburn Branch	38.00	
Bookmobile #1	112.85	
Bookmobile #2	45.00	
Bookmobile #4	16.25	
Bookmobile #5	35.00	
Bookmobile #7	10.00	2,879.21
Rent (Tri-Alsa)		300.00
Copier Receipts		6,044.77
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (H & W)		2,889.63
Fort Wayne Cinema Center Inc.		800.00
Insurance Claim (Waynedale)		462.00
Business Research Pub. Refund		75.65
Subscription Fees		120.00
Moore-Cottrell Sub. Refund		404.05
Piano Fees		20.00
Book Bag Receipts		36.30
Telephone Pay Station Commission		21.24
Video Tapes		123.00
Books		165.64
Reserve Postals		22.00
Pamphlets		10.00
		$18,666.06

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - MURL FUND

Public Library Bills September 23, 1982

Baker & Taylor Company	Books	$2,807.70

Dean McMahan

Mary M. Keplinger

Glenn Seaman

Joe Yates

APPROVED

Keith J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills September 23, 1982

Michael Gemmer	Services contracted for Festival '82 Project	$ 200.00
Ted Roberts	Services contracted for Festival '82 Project	200.00
Crown Publishers, Inc.	Audubon Society Ency. of Animal Life	46.98
Downtown Book Center, Inc.	Spanish book	9.85
National Textbook Company	Spanish book	9.56
		$ 466.39

Dean McMahan

Julian Freeman

Mary Kessinger

Rae Gates

APPROVED

DIRECTOR

STATE OF INDIANA

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204
(317) 232-3675

Charles Ray Ewick, Director

DIVISIONS:
BLIND AND PHYSICALLY HANDICAPPED
CATALOG
DATA SERVICES
EXTENSION
GENEALOGY
INDIANA
REFERENCE AND LOAN

August 25, 1982

Rick Ashton
Allen Co. Public Library
900 Webster St.
Fort Wayne, IN 46801

Dear LSCA Project Director:

Your application for LSCA funds for Subregional Libraries project came before the Indiana Library and Historical Board on August 17, 1982.

A grant for the project was approved in the amount of $25,460 for Fiscal Year 1983, October 1, 1982-September 30, 1983. The grant was assigned Project # 83-1.

I am enclosing two copies of a contract(s) between your organization and the Indiana State Library for your LSCA project(s) during Fiscal Year 1983. A certificate of resolution is also enclosed. This must be adopted by your board before signing the contracts, as required by the Attorney General's office.

Please return both copies of the contract, signed by both designated individuals, and return to us as soon as possible. A copy will be returned to you for your files when all signatures are obtained.

Sincerely,

Kathy Diehl

Kathy Diehl
LSCA Fiscal Coordinator
Extension Division

KD/kaa

GRANT FOR SUPERVISION OF LOCAL AGENCIES

UNDER LIBRARY SERVICES AND CONSTRUCTION ACT AS AMENDED

THIS AGREEMENT, made and executed this 23rd day of September, 1982 by and between Indiana State Library, herein referred to as State, and Allen County Public Library, Grantee, whose address is 900 Webster St., Fort Wayne, IN 46801

WITNESSETH THAT:

WHEREAS, The Congress of the United States has enacted the Library Services and Construction Amendments to assist the States in the extension and improvement of public library services in areas of the States which are without such services or in which such services are inadequate, in the improvement of such other State Library services as library services for physically handicapped, institutionalized and disadvantaged persons, in strengthening State Library administrative agencies; in promoting interlibrary cooperation among all types of libraries, and in strengthening major urban resource libraries;

WHEREAS, by the terms of section 6 of the Act any State desiring to receive its allotment for any purpose under this Act for any fiscal year shall (1) have in effect for such fiscal year a basic State plan which shall provide for the administration, or supervision of the administration, of the programs authorized by this Act by the State Library administrative agency; and (2) submit an annual program describing the specific activities to be carried out annually for which allotments are desired;

WHEREAS, it is the wish and intent of the parties to this agreement that the Grantee administer certain functions, hereinafter described, as part of the required State plan to be developed by the State, and,

WHEREAS, the Grantee will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations thereunder, to the end that, no person in the United States shall, on the grounds of race, color, or national origin be excluded

from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance.

WHEREAS, the Grantee will comply with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) and the regulations thereunder, to the end that, no person in the United States shall, on the basis of sex, be excluded from participation under any education program or activity receiving Federal financial assistance.

WHEREAS, the Grantee will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the regulations thereunder, to the end that, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

WHEREAS, the Grantee will comply with the Age Discrimination Act (42 U.S.C. 6101 et seq.) and the regulations thereunder, to the end that, no person in the United States shall be discriminated against on the basis of age in programs or activities receiving Federal financial assistance. Pursuant to IC 22-9-1-10 the Grantee, and its subcontractors if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Grant, with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of his race, religion, color, sex, handicap, national origin or ancestry. Breach of this covenant may be regarded as a material breach of Grant.

INDEMNIFICATION: The Grantee agrees to idemnify, defend and hold harmless the State of Indiana, and its agents, officers, and employees from all claims and suits including court costs, attorney's fees, and other expenses, caused by any act or omission of the Grantee and/or subcontractors, if any.

WHEREAS, this Grant is authorized pursuant to IC 5-19-1, IC 4-23-7.1 and other laws pertaining to local and district library systems including inter alia, IC 1971, 20-13-1; 20-13-6.

NOW THEREFORE, it is mutually understood and agreed that the Grantee will administer the following described functions under the State plan:

Receive and disburse money for the period October 1, 1982 to September 30, 1983 to provide library services to the blind and physically handicapped. The Allen County Public Library is a subregional library serving the following counties: Adams, Allen, DeKalb, Huntington, Noble, Steuben, Wells, and Whitley. This grant in the amount of $25,460 for salaries, contractual services, supplies, benefits and materials is to cover Fiscal Year 1983, depending upon the availability of Library Services and Construction Act funds.

IT IS FURTHER mutually understood and agreed that the administration of the above-described program will be supervised by the State, and that such supervision will be exercised as follows:

1. By requiring submission of reports at reasonable intervals from Grantee.
2. By requiring submission of lists of equipment or other property purchased by Grantee pursuant to this Grant.
3. By requiring consultation with State Library personnel by Grantee.

AND IT IS FURTHER mutually understood and agreed that the State may furnish consultant service, advisory services and money grants in such sums as may be determined by the State.

AND IT IS FURTHER mutually understood and agreed that any funds paid under the Library Services and Construction Act which have been lost or diverted from the purpose for which they were paid will be refunded to the State.

AND IT IS FURTHER mutually understood and agreed that demonstration budget plans will be reviewed every six months, and that any balance which has accumulated because of unavoidable delays in putting the attached plan into operation will be deducted from the funds to be paid for the operation of the plan in the next six-mont period; or, if in the determination of the State, the expenditure of the accumulated balance is needed to meet a condition not foreseen at the inauguration of the plan, the balance will be added to the funds to be paid in the following six-month period. Any unobligated balances at the end of the project period are to be returned to the State.

AND IT IS FURTHER mutually understood and agreed that the Grantee shall comply with the reasonable supervisory requirements of the State as described above and with all other provisions of this Grant; and for breach in any material respect, Any property acquired hereunder shall revert to the State.

IN WITNESS WHEREOF, Indiana State Library and Allen County Public Library, Fort Wayne, IN have caused this agreement to be executed this 23rd day of September, 1982.

Indiana State Library

by Charles Ray Ewick

Director - Charles Ray Ewick

Grantee: Allen County Public Library
(Type Name)

by Rick J. Ashton
Director or Board member

by Alan McMahan
President

Rick J. Ashton
(Type Name)

Alan McMahan
(Type Name)

Date 23 September 1982

Date 23 September 1982

Linley E. Pearson,
Attorney General of Indiana James W. Turpen, Deputy
10-8-82

THIS INSTRUMENT PREPARED BY: Kathleen Diehl, LSCA Fiscal Coordinator, Extension Division, Indiana State Library.

RECEIVED
OCT 0 1 '982
ATTORNEY GENERAL
OF INDIANA

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

25 October 1982

To: All Library Board Members

From: Rick Ashton Rick Ashton/cma

Re: The Regular October Board Meeting

The Board of Library Trustees of the Allen County Public Library will meet at the Waynedale Branch Library, 2200 Lower Huntington Road, Fort Wayne, Indiana, at 3:00 p.m. on Thursday 28 October 1982.

The enclosed materials are provided to assist you in preparation for the meeting.

In addition, please bring with you your copy of the most recent Five-Year Plan document, dated 26 August 1982. It is easily identifiable by its Pepto-Bismal pink cover sheet. If you do not have your copy, please let Cathy Arnoldy know, and she will supply you with another one.

I look forward to seeing you Thursday at Waynedale.

RJA/cma

ACPL
ALLEN COUNTY
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46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

25 October 1982

AGENDA
Board of Library Trustees
Allen County Public Library
28 October 1982
3:00 p.m.
Waynedale Branch Library, 2200 Lower Huntington Road, Fort Wayne, Indiana 46819

1. Adoption of the Agenda.

2. Approval of the Minutes of the 23 September 1982 regular Board meeting.

3. Reception of the monthly financial report of 30 September 1982.

4. Report of the Director.
   A. Indiana Library Association/Indiana Library Trustee Association annual conference.
   B. Friends of the Allen County Public Library booksale.
   C. Library Improvement Reserve Fund appropriation.
   D. Downtown Standard Station purchase.
   E. Construction projects progress.
   F. Urban Libraries Council State Aid Report.
   G. Other.

5. Opening of bids for the Library binding contract for 1983.

6. Opening of bids for the fuel oil contract for 1982-1983.

7. Adoption of the report and recommendation of the Committee on Insurance, concerning employee health insurance.

8. Decision to terminate the agreement between the Allen County Public Library and Carl Light Realtors for operation of Library parking lots.

9. Adoption of a resolution to advertise for proposals for operation of Library parking lots.

10. Approval of a joint promotional agreement with Arby's Restaurants.

11. Decision concerning Allen County Public Library membership in the Online Computer Library Center (OCLC).

12. Review of Goals A-C, Objectives 1-8, in the Five-Year Plan, including proposed alternatives concerning Sunday hours.

13. Approval of payment of the following bills:

Operating Fund	$245,736.79
Library Building & Equipment Fund	4,503.32
Library Improvement Reserve Fund	75,330.00
Gift Fund	1,842.80

Blue Cross Hospital Service	4,140.00
Dynamic Graphics Educational Foundation	315.00
Keye Productivity Center, Inc.	192.00
Lincoln National Life Insurance Co.	2,676.36
Indiana Employment Security Division	607.00
NAPPS	125.00
PERF-OASI Division	11,074.74
Indiana Library Association	1,689.25
Public Employees' Retirement Fund	12,641.96
Indiana & Michigan Electric Co.	13,696.74
Wright State University	425.00
Crisis Prevention Institute	145.00
Northwest Indiana Public Broadcasting	150.00

14. Other business.

15. Adjournment.

16. Executive Session concerning potential sale of real estate.

RJA/cma

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

29 October 1982

The Board met in regular session at the Waynedale Branch Library, 2200 Lower Huntington Road, Fort Wayne, Indiana at 3:00 p.m. on 28 October 1982. Members present: Mr. Alan McMahan, Mrs. Patricia Beers, Mrs. Rae Gates, Mrs. Mary Koehlinger, and Mrs. Lu Ann Beaman. Mr. McMahan presided.

1. Adoption of the Agenda. The Board adopted the agenda as circulated, with the addition of item 14, approval of a lease with Tiny Tim's Diner.
2. Approval of the Minutes of the 23 September 1982 regular Board meeting. The Board approved the Minutes as submitted.
3. Reception of the monthly financial report of 30 September 1982. The Board received the report. Dr. Ashton commented that after 75% of the year the Library has spent 69% of the budget. Supply area and utilities are being closely watched. A surplus of about 1% at the end of the year is expected.
4. Report of the Director. Dr. Ashton reported on the following matters:
   A. Indiana Library Association/Indiana Library Trustee Association annual conference. Thirty-six members of the Library staff attended the conference and benefited from it. The 1983 meeting will be held 5-7 May in South Bend.
   B. Friends of the Allen County Public Library Booksale. This was a successful sale with total receipts of $12,300, which will be used to help the Library.
   C. Library Improvement Reserve Fund appropriation. The State Board of Tax Commissioners has approved the appropriation of $265,000.

D. Downtown Standard Station purchase. Standard Oil Company has responded positively.

E. Construction projects progress. Georgetown roof will be completed by the middle of November. Other projects will be done before the serious heating season.

F. Urban Libraries Council State Aid Report. The survey shows a national average of 87¢ per capita overall, with 32¢ per capita for Indiana.

G. Other. At its last meeting the Board awarded a contract to Indiana Bank for a temporary loan of $900,000 at a 6.5% interest rate. On the day after the meeting, the Library received a bid from Fort Wayne National Bank of 8 3/4%. Mr. McMahan has received replies to his letters to Congressmen Coats and Senators Lugar and Quayle concerning LSCA funding. These letters were made available for Board members to read.

5. Opening of bids for the Library binding contract for 1983. The following bids were opened and read aloud:

	Heckman	Berrien	San Val	Crawford
Books	2.79	2.90	3.49	4.00
Periodicals	3.79	4.90	5.10	8.95
New Books	2.79	2.90	Quoted by unit	4.00
Portfolios	7.95	5.50	7.50	11.00
Extra operations:				
Over 2½" thick	No charge	1.00 per vol.	.50 per ½"	1.25
Special hand sewing	2.50	2.75	2.50	3.00
Extra lettering	.15	No charge	.50 per line over 6 lines	.30

The Board awarded the contract to Heckman Bindery.

6. Opening of bids for the fuel oil contract for 1982-1983. The following bids were opened and read aloud:

Summit City Standard, Inc.	$1.064 per gal.	
Fletcher Oil Sales	1.02 per gal.	for Main Library
	1.115 per gal.	for Tecumseh, Harlan, and Monroeville
Lassus Fuel Co. Inc.	1.10 per gal.	

The Board asked the staff for information showing the recent comsumption at each location. The awarding of the fuel oil contract was tabled until the November meeting.

7. Adoption of the report and recommendation of the Committee on Insurance, concerning employee health insurance. The Committee on Insurance recommended that the Allen County Public Library continue its employee health insurance plan with Blue Cross/Blue Shield for the period beginning 1 November 1982, with the Library continuing to pay all but $1 per year for the employee coverage and the employee continuing to pay the difference between the employee coverage and the family plan coverage. The Board adopted the recommendation of the Committee on Insurance. The Committee on Insurance will continue to investigate possible modifications of the plan, including possible combination with term life and disability insurance coverages, and report back to the Board by January 1983.
8. Decision to terminate the agreement between the Allen County Public Library and Carl Light Realtors for operation of Library parking lots. The Board decided to terminate the present agreement, effective 31 January 1983.
9. Adoption of a resolution to advertise for proposals for operation of Library parking lots. The Board adopted the resolution.
10. Approval of a joint promotional agreement with Arby's Restaurants. The Board approved a joint promotional activity with Arby's Restaurants, involving coupons and bookmarks.
11. Decision concerning Allen County Public Library membership in the Online Computer Library Center (OCLC). The Board adopted the staff recommendation

that the Allen County Public Library join the OCLC cataloging system and authorized the President to sign the necessary contracts.

12. Review of Goals A-C, Objectives 1-8, in the Five-Year Plan, including proposed alternatives concerning Sunday hours. The Board reviewed Goals A-C, Objectives 1-8 and agreed that the discussion on Sunday hours continue at the November meeting.

13. Approval of payment of the following bills:

Operating Fund	$245,736.79
Library Building & Equipment Fund	4,503.32
Library Improvement Reserve Fund	75,330.00
Gift Fund	1,842.80
Blue Cross Hospital Service	4,140.00
Dynamic Graphics Educational Foundation	315.00
Keye Productivity Center, Inc.	192.00
Lincoln National Life Insurance Company	2,676.36
Indiana Employment Security Division	607.00
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PERF-OASI Division	11,074.74
Indiana Library Association	1,689.25
Public Employees' Retirement Fund	12,641.96
Indiana & Michigan Electric Company	13,696.74
Wright State University	425.00
Crisis Prevention Institute	145.00
Northwest Indiana Public Broadcasting	150.00

The Board approved the payment of the bills as submitted.

14. Other business.

A. Approval of a lease with Tiny Tim's Diner. The Board approved a lease with Tiny Tim's Diner at $100 per month for the period 1 September 1982 to 31 August 1983, subject to review by the Library's attorney.

B. Change of date and location of the November meeting. The Board decided to hold its November meeting on Tuesday 16 November 1982 in the Board Room of the Main Library. It cancelled the previously-scheduled meeting set for 23 November at the Little Turtle Branch Library.

15. Adjournment. The Board adjourned.

16. Executive Session concerning potential sale of real estate. The Board discussed potential sale of real estate.

Urban Libraries Council

An Organization Representing Urban Libraries throughout the United States

SURVEY OF STATE AID TO PUBLIC LIBRARIES

1982 - 83

SUMMARY

1. Forty-five states provide some form of state aid to public libraries.

2. Thirty-seven states provide direct state aid to public libraries.

3. Twenty-seven states provide state aid to public and multi-type library systems and networks.

4. Ten states provide state aid for construction of public library buildings.

5. The total amount appropriated in 1982 for all purposes of state aid to public libraries is $196,733,568 representing an increase of $15,934,498 over the previous year, or approximately nine percent.

6. This represents a nationwide average of 87 cents per capita.

7. The largest amount appropriated by a state continues to be New York with a figure of $38,255,708, followed by Illinois in the amount of $24,347,395.

8. The largest per capia amount for state aid to public libraries is $3.24 in Maryland, followed by Alaska with $2.82, West Virginia with $2.57, New York with $2.18, Illinois with $2.13, Rhode Island with $1.77 and Georgia with $1.66.

A. C. STRIP, President
575 South Third Street
Columbus, Ohio 43215
614/228-6345

ALEX LADENSON, Executive Director
425 North Michigan Avenue
Room 1102
Chicago, Illinois 60611
312/661-1493

SURVEY OF STATE AID TO PUBLIC LIBRARIES

1982-83

	Appropriations for Direct Aid to Public Libraries (a)	Appropriations for Public and Multitype Library Systems and Networks (b)	Appropriations for Construction of Buildings (c)	Total Appropriations (d)	Total Per Capita Amount (e)	Appropriations for Operating the State Library Agency (f)
ALABAMA	$ 1,556,024	$ included in (a)	$ —	$ 1,556,024	$ .40	$ 1,243,976
ALASKA	600,000	476,400	55,000	1,131,400	2.82	2,817,700
ARIZONA	300,000	—	—	300,000	.11	2,864,375
ARKANSAS	1,801,000	—	—	1,801,000	.79	1,150,000
CALIFORNIA	3,083,000	2,407,000	—	5,490,000	.23	6,601,000
COLORADO	826,100	992,150	—	1,818,250	.63	801,101
CONNECTICUT	908,500	459,300	—	1,367,800	.44	3,848,800
DELAWARE	75,000	—	—	75,000	.13	423,400
FLORIDA	5,133,519	—	315,000	5,448,519	.56	1,049,553
GEORGIA	6,289,484	—	2,764,482	9,053,966	1.66	747,184
IDAHO	—	150,000	—	150,000	.16	1,350,000
ILLINOIS	4,965,422	16,881,973	2,500,000	24,347,395	2.13	2,948,245
INDIANA	934,835	843,260	—	1,778,095	.32	1,733,857
IOWA	—	1,130,808	—	1,130,808	.39	846,876
KANSAS	422,917	211,458	—	634,375	.27	707,522
KENTUCKY	1,208,400	883,417	991,200	3,083,017	.84	539,722
LOUISIANA	2,101,472	—	—	2,101,472	.50	1,470,264

	Appropriations for Direct Aid to Public Libraries (a)	Appropriations for Public and Multitype Library Systems and Networks (b)	Appropriations for Construction of Buildings (c)	Total Appropriations (d)	Total Per Capita Amount (e)	Appropriations for Operating the State Library Agency (f)
MAINE	$ 120,000	$ 171,500	$ —	$ 291,500	$ .26	$ 955,155
MARYLAND	10,106,000	3,564,597	—	13,670,597	3.24	806,650
MASSACHUSETTS	2,890,260	4,817,341	—	7,707,601	1.34	418,877
MICHIGAN	4,993,068	2,606,932	—	7,600,000	.82	1,344,700
MINNESOTA	3,898,825	166,197	—	4,065,022	1.00	713,848
MISSISSIPPI	—	1,458,901	756,515	2,215,416	.88	1,382,661
MISSOURI	1,500,843	—	—	1,500,843	.31	525,489
MONTANA	—	353,634	—	353,634	.45	543,857
NEBRASKA	310,908	—	—	310,908	.20	1,564,166
NEVADA	150,000	—	—	150,000	.19	1,067,885
NEW HAMPSHIRE	—	—	—	—	—	940,000
NEW JERSEY	5,040,000	1,765,000	670,000	7,475,000	1.01	3,635,000
NEW MEXICO	220,000	128,862	—	348,862	.27	1,690,900
NEW YORK	1,340,096	36,915,612	—	38,255,708	2.18	5,328,080
NORTH CAROLINA	4,789,462	included in (a)	60,000	4,849,462	.83	1,500,000
NORTH DAKOTA	550,000	—	—	550,000	.84	1,022,431
OHIO	20,046	342,277	—	362,323	.03	3,361,713
OKLAHOMA	1,761,000	—	—	1,761,000	.58	2,530,324

	Appropriations for Direct Aid to Public Libraries (a)	Appropriations for Public and Multitype Library Systems and Networks (b)	Appropriations for Construction of Buildings (c)	Total Appropriations (d)	Total Per Capita Amount (e)	Appropriations for Operating the State Library Agency (f)
OREGON	$ 317,000	$ —	$ —	$ 317,000	$ .12	$ 1,287,065
PENNSYLVANIA	14,000,000	—	—	14,000,000	1.18	2,253,000
RHODE ISLAND	410,696	922,684	345,680	1,679,060	1.77	614,554
SOUTH CAROLINA	2,339,406	—	—	2,339,406	.75	1,280,632
SOUTH DAKOTA	—	—	—	—	—	1,300,000
TENNESSEE	3,622,900	—	—	3,622,900	.79	1,333,300
TEXAS	—	3,892,002	—	3,892,002	.27	7,954,603
UTAH	—	—	—	—	—	1,843,600
VERMONT	—	370,500	—	370,500	.72	1,488,400
VIRGINIA	6,519,500	500,000	—	7,019,500	1.31	3,235,800
WASHINGTON	—	—	—	—	—	3,316,361
WEST VIRGINIA	4,913,103	—	100,000	5,013,103	2.57	1,526,027
WISCONSIN	—	5,745,100	—	5,745,100	1.22	1,986,400
WYOMING	—	—	—	—	—	1,076,347
TOTAL	$ 100,018,786	$ 88,156,905	$ 8,557,877	$ 196,733,568	$ .87	$ 90,971,400

Compiled by Alex Ladenson, Executive Director, Urban Libraries Council

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Rick J. Ashton
director

AGENDA ITEM: 8
AGENDA ITEM: 9
Proposed action: Decision to terminate parking lot lease with Carl Light Realtors and resolution to advertise for proposals.

Objective 51 of the Five-Year Plan is concerned with the development and implementation of parking programs for all Library locations by 31 December 1982. Staff have developed an improved Library staff and volunteer parking program which will go into operation next week. In addition, staff work has indicated that changed methods of operating the downtown commercial lots owned by the Library will improve parking availability, increase revenue, and reduce management effort for the Library.

In order to achieve these benefits, two actions are necessary at this time. The first is to give notice to Carl Light Realtors of the Library's intention to terminate the present agreement between the Library and Carl Light Realtors. Under the terms of the present agreement, 60 days' notice is required. The second action is a resolution to advertise for proposals from parking lot operators. We would anticipate a bid deadline of 30 December 1982, with implementation of a new operating agreement with a commercial parking lot operator by 1 February 1983.

RJA/cma

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director

AGENDA ITEM: 7
Proposed Action: Adoption of Report and Recommendation

REPORT AND RECOMMENDATION OF THE INSURANCE COMMITTEE CONCERNING EMPLOYEE HEALTH INSURANCE

Last year, for the first time, the Library took bids on its employee health insurance program. Blue Cross/Blue Shield, the insurer since the plan was originally adopted, submitted a bid which was 15% lower than that of the nearest competitor. Because of that fact, the Library staff did not believe it would be necessary to solicit bids once again this year.

However, in early September the Library was informed by Blue Cross/Blue Shield that the rates would increase 35% for the year beginning 1 November 1982. Because of this drastic increase, the staff have solicited proposals from a number of companies.

The Insurance Committee met with the Director, the Personnel Manager, and an outside consultant to review the proposals which have been received. All the comparable proposals to the Blue Cross/Blue Shield plan are nearly exactly the same as the Blue Cross/Blue Shield proposed rates.

The Committee on Insurance recommends that the Allen County Public Library continue its employee health insurance plan with Blue Cross/Blue Shield for the period beginning 1 November 1982 at the following rates: Employee coverage: $46.60; family coverage: $122.00 per month. We recommend that the Library continue to pay all but $1 per year for the employee coverage and that employees continue to pay the difference between the employee coverage and the family plan coverage. We also inform the Board that we will continue to investigate possible modifications of the plan, including possible combination with a term life and disability insurance coverages, in order to develop a program which will adequately protect employees and produce the best value for the money expended. We would expect to report and recommend to the Board some possible changes in two to three months.

The Committee on Insurance: Zohrab K. Tazian, chairman, Patricia Beers, Mary Koehlinger.

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director

AGENDA ITEM: 10
Proposed action: Approval of joint promotional activity

The Library staff have discussed with Arby's Restaurants a joint promotional activity with several elements. The first element would be a joint promotion in the downtown area relying on handouts similar to the attached, which would be given out at the Main Library and the downtown parking lots. The handout would bear the Library logo and have a slogan such as "Books and Breakfast." Tear-off coupons would be attached. This promotion would last for several weeks.

The second facet would involve bookmarks to be distributed at all Library locations. The bookmarks would be printed by Arby's, would measure 3½ by 8 inches, and would have Allen County Public Library promotional information on both sides. At the bottom of the bookmark would be two one inch tear-off coupons for use at Arby's. We would expect to use this format with three or four different promotional messages for one month each during the coming year. Arby's is willing to print 30,000 copies of each bookmark for distribution as described above.

The Public Information Specialist and the Director recommend your approval of this joint promotional activity.

RJA/cma

Enjoy A Relaxing Breakfast at

ARBY'S

DOWNTOWN ONLY
At Harrison & Washington
6:00 a.m. to 10:30 a.m.
Drive Thru or Dining Room
Daily Newspapers to Read

BREAKFAST SANDWICHES:

Hot Ham, Egg, Melted Cheese **$1.15**
Sausage, Egg, Melted Cheese **$1.15**
Served on a Toasted English Muffin

BREAKFAST PLATTERS

Fresh Scrambled Eggs, Crisp Potato Cake, Toasted English Muffin and Fruit Jelly ..... **$.99**
with Hot Ham **$1.59**
with Savory Sausage **$1.59**
Three Golden Brown Pancakes with Tasty Sausage, Maple Syrup and Butter **$1.25**
Two Crisp Hot Potato Cakes ..... **$.55**
Fresh Bakery Rolls ..... **$.55**
Chilled Orange Juice ..... **$.50**
Coffee *(with FREE refills)* ..... **$.35** ..... **$.49**
Cold Milk ..... **$.49**

DOWNTOWN ARBY'S ONLY

FREE

Chilled Orange Juice
With Purchase Of Any
Breakfast Platter or Sandwich
Expires: December 15, 1982

Arby's®

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Rick J. Ashton
director

AGENDA ITEM: 11
Proposed action: Join OCLC

MEMBERSHIP IN THE ONLINE COMPUTER LIBRARY CENTER (OCLC)

At the September Board of Library Trustees meeting, Library staff presented a demonstration of the OCLC cataloging system. Basic information about the history and operation of the system was also presented.

The decision now before the Board of Library Trustees concerns joining the OCLC cataloging system. The costs, consequences, and necessary steps to implementation are outlined below.

COSTS

One-time costs:	
Hardware	$22,500
Installation	1,000
	$23,500
Ongoing costs:	
Telecommunication	$ 2,000
Maintenance	1,400
Computer charges and products	49,700
	$53,100
TOTAL COSTS FOR FIRST TWELVE MONTHS	$76,600

CONSEQUENCES

- Reallocation and better use of staff in Technical Services
- Faster turnaround time in processing of materials
- Elimination of backlog of materials in Technical Services
- Beginnings of computer files for future ACPL automation
- Access to national data base information for libraries
- Standardization of cataloging practices
- Participation in network activity

IMPLEMENTATION PLAN

1. Sign agreement of participation, October 1982.
2. Initiate purchase order for hardware, October 1982
3. Complete profile of organization for computer by-products, November 1982
4. Introduce OCLC to all staff in Technical Services, late 1983/ early 1983
5. Install hardware, March/April 1983
6. Begin intensive training of Technical Services staff, March/ April 1983
7. Begin flexible work scheduling for efficient use of computer time, July/August 1983
8. Produce computer by-products to maintain use of card catalogs, March/April 1983

The staff recommend a decision in favor of joining OCLC immediately.

RJA/cma

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
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(219) 424-7241

October 28, 1982

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

SEPTEMBER 1982

Main Library Fines		$2,498.08
Georgetown Branch Library	790.59	
Hessen Cassel Branch	296.15	
Little Turtle Branch	338.79	
Pontiac Branch	17.20	
Shawnee Branch	253.59	
Tecumseh Branch	193.55	
Waynedale Branch	280.21	
Harlan Branch	27.00	
Monroeville Branch	26.00	
New Haven Branch	65.00	
Woodburn Branch	44.50	
Bookmobile #1	66.75	
Bookmobile #2	43.88	
Bookmobile #4	20.50	
Bookmobile #7	10.00	2,473.71
Rent (Tri-Alsa Oct.)		300.00
Copier Receipts		6,592.81
Parking Lot Receipts (Light)		3,072.50
Parking Lot Receipts (H & W)		2,668.28
Burkhart Advertising Inc. 9/1/82 - 8/31/83		600.00
Mileage - Ashton		151.52
Subscription Fees		160.00
Telephone Pay Station Commission		13.88
Receipts from Old Newspapers		28.23
Video Tapes		80.00
Books		394.87
Reserve Postals		27.00
Pamphlets		49.50
Book Bag Receipts		8.00
		$19,118.38

APPROVED
Rick J. Ashton
DIRECTOR

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RICK J. ASHTON
DIRECTOR

October 28, 1982

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES AUGUST 16 - OCTOBER 15, 1982

Aug. 23	Postage	212	3.10
Sept. 2	Washers	242	.50
	Maps	731	7.28
8	Transistors	242	2.20
14	Librarians expense (Indpls.)	214	2.83
	Books	732	7.23
15	Fuses	242	4.14
Oct. 7	Gasoline	215	12.02
			$39.30

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — October 28, 1982

Brian Gore	Photography for Festival "82"	$ 50.00
Diane Groenert	Sign for Festival "82"	25.00
Michael J. Loveless	Original Music for "Festival 82" Coverage	50.00
Ted W. Roberts	Promotional Materials for "Festival 82" Coverage	100.00
Boxberger's, Inc.	White paper, page protectors, gold marker for Pontiac's open house	3.51
Brigham Young University Press Business Office	Books for Genealogy class	494.09
Michael B. Clegg	Assorted forms for Genealogy Class	13.50
Downtown Book Center, Inc.	Spanish Books	47.15
Hillside Children's Center	Film	40.00
IUPUI Children's Theatre Co.	Performance of PUPPETS and PLAYERS October 23, 1982	450.00
National Retail Merchants Association	Book	69.70
National Textbook Company	Spanish Record	9.85
Nancy Renfro Studios	Hands-On-Puppetry Workshop/Lecture-Demonstration Workshop on Nov. 8	490.00
		$1,842.80

Deeen McMahan

Glenn Seaman

Mari Lechner

Bob Peters

Linda Rice

APPROVED

Priscilla J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — October 28, 1982

Kurzweil Computer Products, Inc.	Balance on Kurzweil Reading Machine following inspection & approval	$4,181.50
MONACO	Three-Tier Rack and bags	321.82
		$4,503.32

Dean Metcalf

Julia Thomas

Mary Wetzler

Rae Gates

Andrea Ker

APPROVED

Rick J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills October 28, 1982

Industrial Piping and Engineering Corp.	Electrostatic water treatment system and replacement gas and oil burners - Material stored and installed	$41,400.00
Johnson Controls, Inc.	Supply and installing energy management system	33,930.00
		$75,330.00

Dean McMahan

Julian Foman

Mary Lillemon

Steve Fox

Rae Gates

APPROVED

Rollie J. Ashton

DIRECTOR

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Rick J. Ashton
director

12 November 1982

MEMO

To: All Library Board Members

From: Rick Ashton RJA/cma

Re: Special Committee Meeting and Regular Library Board Meeting
Tuesday 16 November 1982

Mr. McMahan requests that all Board members be present in the Board Room of the Main Library at 2:30 p.m. on Tuesday 16 November 1982. The Board will sit as a Committee of the Whole to consider compensation-related matters for 1983.

The monthly meeting of the Board of Library Trustees will be on Tuesday 16 November 1982 at 3:00 p.m. in the Board Room of the Main Library. The enclosed materials are for your use in preparation for that meeting.

The monthly bills print-out is not enclosed in this packet. Because the Board meeting is so early in the month, the processing of the bills is currently in the hands of Allen County Data Processing. We will have the bills print-out to distribute to you at the meeting.

I look forward to seeing you next Tuesday.

RJA/cma

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Rick J. Ashton
director

12 November 1982

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
16 November 1982
3:00 p.m.
Board Room, Allen County Public Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the agenda.

2. Approval of the Minutes of the 28 October 1982 regular Board meeting.

3. Reception of the monthly financial report of 31 October 1982.

4. Report of the Director.
   A. Three successful programs.
   B. Georgetown Branch Library roof report.
   C. Trustee manual.
   D. Kurzweil Reading Machine press conference.
   E. Legislative matters.
   F. Other.

5. Awarding of a contract for fuel oil for the 1982-1983 heating season.

6. Adoption of the report and recommendation of the Committee on Compensation concerning 1983 compensation for Library employees.

7. Decision concerning Sunday hours of Library service.

8. Review of Goals D-H, Objectives 9-16 in the Five-Year Plan.

9. Approval of the following salaried appointments:
   Denise Buhr, Children's Librarian, Georgetown, Grade E, $14,630
   Sharon Rigdon, Acquisitions Services, Grade 3, $8987
   Mohamad T. Darghous, Housekeeping, Grade 2, $8360

10. Approval of payment of the following bills:

Operating Fund	$158,921.36
Library Improvement Reserve Fund	16,849.80
Library Building & Equipment Fund	5,017.40
Gift Fund	1,376.88
United States Postal Service	3,000.00
Lincoln National Life Insurance Co.	2,660.36
PERF-OASI Division	11,469.81
Patricia I. Schmidt	1,728.25
Blue Cross Hospital Service	5,967.60
Indiana and Michigan Electric Company	12,792.36
Indiana Employment Security Division	442.00

11. Other business.

12. Adjournment.

AGENDA ITEM: 2
Requested Action: Adoption

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

16 November 1982

The Board met in regular session in the Board Room of the Allen County Public Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 16 November 1982. Members present: Mr. Alan McMahan, Mrs. Patricia Beers, Mrs. Rae Gates, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mr. George Mather, Mr. Zohrab Tazian. Mr. McMahan presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 28 October 1982 regular Board meeting. The Board approved the Minutes as submitted.
3. Reception of the monthly financial report of 31 October 1982. The Board received the report. Dr. Ashton indicated in submitting the report that he would be requesting internal fund transfers at the December Board meeting to cover line items which are overspent, especially in the supply and utilities areas.
4. Report of the Director. Dr. Ashton reported on the following matters:
   A. Three successful programs. A puppetry workshop led by Nancy Renfro, a talk on rare books by William Cagle, librarian of the Lilly Rare Book Library of Indiana University, and the 60th anniversary celebration of the Pontiac Branch Library have all taken place within recent weeks. These programs have all attracted large numbers of people who will respond to many Library services.
   B. Georgetown Branch Library roof report. Dale's Sales Agency has completed the roof coating process. Except for one area where the building masonry appears to be leaking, the roof has stood up well under recent heavy weather conditions. A bill for 90% of the contract amount is in the current listing of bills.

[illegible]

Public Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on [illegible]

Mrs. Rae Gates, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mr. George Mather.

[illegible]

1. Adoption of the minutes. The Board adopted the minutes as circulated.

2. Approval of the Minutes of the 22 October [illegible] regular Board meeting. The Board approved the Minutes as submitted.

3. [illegible] on of the [illegible] Financial report of [illegible] 1980. The Board [illegible] this report. Mr. Mather indicated in addition, the report that [illegible] would be [illegible] Internal Audit Department at the December Board meeting. In [illegible] over line items which are [illegible], especially in the monthly and utility [illegible].

4. Report of the Director. Mr. Mather reported on the [illegible] meeting [illegible]. [illegible] workshop had [illegible] a [illegible] for Children Under, Information on [illegible] Indiana Department of Internal Security, and the [illegible] announcement of a [illegible] of the Friends of the Library [illegible] "[illegible] those who have done all attempts [illegible] of people who will [illegible] to many Library [illegible].

[illegible] Library [illegible]. [illegible] Mr. Mather has [illegible]

C. Trustee manual. Dr. Ashton mentioned the new trustee manual published by the Indiana Library Trustee Association and indicated that it would be available to members of the Board.

D. Kurzweil Reading Machine press conference. On Thursday 19 November, the Kurzweil Reading Machine, the small computer designed to translate print to voice, will be introduced to the public at a press conference. Dr. Ashton invited all Board members to attend.

E. Legislative matters. Recodification of the general public library law of the state is in progress. Dr. Ashton will monitor this activity and report and seek intervention as necessary. In addition, changes in the make-up of the General Assembly and serious state financial issues will have an impact on library-related matters during the coming session.

F. Other. The field hearing with the State Board of Tax Commissioners' representative concerning the Library's 1983 budget, including the levy appeal, was held at 10 a.m. on 16 November 1982. Because of a slightly different method of calculation and the decline of .3% in the assessed valuation of Allen County, the State Board of Tax Commissioners' representative approved and recommended to the State Board of Tax Commissioners a levy of $4,011,070. This included an excessive levy of $638,223, under the appeal permitted in Public Law 53. Dr. Ashton reported that this levy reduction will not necessitate the reduction of the previously adopted 1983 budget of $4,975,000, but will require very careful spending control during 1983.

5. Awarding of a contract for fuel oil for the 1982-1983 heating season. The Board awarded the contract to Summit City Standard, Inc., to supply #2 fuel oil at all locations for $1.064 per gallon.

[illegible]

Public Library, 900 Webster Street, Fort Wayne, Indiana, at [illegible] on [illegible]

1. Attention of the Board. The Board adopted the agenda as circulated.

2. Approval of the minutes of the 22 October [illegible] Regular Board meeting. The Board approved the Minutes as submitted.

3. Presentation of the Monthly Financial Report of [illegible] 1987. The Board reviewed the report. Mr. Gahm indicated in addition, the report [illegible] would be presented [illegible] and transfers [illegible] the Board would [illegible] cover line items [illegible] are over-spent especially in the supplies and utilities [illegible]

4. [illegible] Mr. Gahm [illegible] Board [illegible] a bid [illegible] for Kitchen Supplies, Information [illegible] Library [illegible] of Kitchen Dishwashers and the [illegible] maintenance [illegible] those products have all attained [illegible] of [illegible] with [illegible]

[illegible] Monthly Budget Report. Individual [illegible] copy for [illegible] [illegible]. [illegible] the [illegible] budget report [illegible] [illegible] for [illegible] [illegible] is [illegible] [illegible].

C. Trustee manual. Dr. Ashton mentioned the new trustee manual published by the Indiana Library Trustee Association and indicated that it would be available to members of the Board.

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5. Awarding of a contract for fuel oil for the 1982-1983 heating season. The Board awarded the contract to Summit City Standard, Inc., to supply #2 fuel oil at all locations for $1.064 per gallon.

6. Adoption of the report and recommendation of the Committee on Compensation concerning 1983 compensation for Library employees. The Board adopted the report and recommendation of the Compensation Committee, which reads as follows:

   The Committee on Compensation recommends that the Board of Library Trustees approve a 4.5% salary increase for 1983 for all Library employees. The Committee also recommends that the Board approve a budget of $20,000 for merit pay increments during 1983, under a merit increment plan to be developed and presented to the Board. This figure appears in the salary budget document as a portion of the contingency line. The Committee also recommends the adoption of the attached staffing table and attached salary list for 1983.

7. Decision concerning Sunday hours of Library service. The Board adopted a motion to open the Main Library on Sunday afternoons for four or five hours, with the provision that this policy decision be evaluated before the drafting and adoption of the 1984 operating budget, giving consideration to the factors of cost-effectiveness, staff morale, and public response to the policy change. Upon staff recommendation, the Board also adopted a related motion to close the Main Library on Friday evenings at 6 p.m. The Board directed the staff to bring details of staff compensation plans relating to the Sunday and Friday decisions before the Committee on Compensation, for review and recommendation to the Board.

8. Review of Goals D-H, Objectives 9-16 in the Five-Year Plan. The Board reviewed the listed goals and objectives and identified the several policy decisions relating to these goals and objectives which will be necessary during the next year.

9. Approval of the following salaried appointments:
   Denise Buhr, Children's Librarian, Georgetown, Grade E, $14,630.
   Sharon Rigdon, Acquisitions Services, Grade 3, $8987.
   Mohamad T. Darghous, Housekeeping, Grade 2, $8360.

   The Board approved the appointments as submitted.

10. Approval of payment of the following bills:

Operating Fund	$158,921.36
Library Improvement Reserve Fund	16,849.80
Library Building and Equipment Fund	5,017.40
Gift Fund	1,376.88
United States Postal Service	3,000.00
Lincoln National Life Insurance Company	2,660.36
PERF-OASI Division	11,469.81
Patricia I. Schmidt	1,728.25
Blue Cross Hospital Service	5,967.60
Indiana and Michigan Electric Company	12,792.36
Indiana Employment Security Division	442.00

   The Board approved the bills for payment as submitted.

11. Other business. None.

12. Adjournment. The Board adjourned.

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ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
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MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

AGENDA ITEM: 5
Proposed Action: Awarding of fuel oil contract

At the October Board meeting the Board of Library Trustees received and opened bids from Summit City Standard, Inc., to supply #2 fuel oil at all locations for $1.064 per gallon. Fletcher Oil Sales submitted a bid of $1.02 per gallon for the Main Library and $1.115 per gallon for the Tecumseh, Harlan, and Monroeville Branch Libraries. Another bid, from Lassus Fuel Company, Inc., had been received at the Waynedale Branch Library previous to the deadline for the submission of bids, but the bid had not been put in the hands of the Director by branch personnel. Because this bid was received on time, the Director recommends that it be included among those bids for consideration. The Lassus bid was $1.10 for all locations.

The Board asked the staff for information concerning consumption of oil in recent seasons at all locations, for the purpose of determining the appropriate action in awarding the contract. The attached table represents fuel oil purchases at all locations during the previous three heating seasons. The tank at the Main Library is now full. It is unlikely that any fuel oil will be purchased for the Main Library during the 1982-1983 heating season. Therefore it is the staff recommendation that the contract be awarded to Summit City Standard, Inc., at a price of $1.064 per gallon.

#2 FUEL OIL

Season	Main Library	Tecumseh	Harlan	Monroeville	GRAND TOTAL
1979-1980	7,680	4,629	1,087	1,173	14,569
1980-1981	0	3,683	867	837	5,387
1981-1982	6,949	4,933	1,191	1,642	14,715

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Rick J. Ashton
director

AGENDA ITEM: 6
Proposed Action: Adoption of Recommendation

To: All Library Board Members

From: The Committee on Compensation
George Mather, chairman, Lu Ann Beaman, Alan McMahan

Re: Report and recommendation on 1983 salary plan for Library staff

The Committee on Compensation recommends that the Board of Library Trustees approve a 4.5% salary increase for 1983 for all Library employees. The Committee also recommends that the Board approve a budget of $20,000 for merit pay increments during 1983, under a merit increment plan to be developed and presented to the Board. This figure appears in the salary budget document as a portion of the contingency line. The Committee also recommends the adoption of the attached staffing table and attached salary list for 1983.

PROPOSED SALARY LIST 1983

Grade 9	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Ashton, Rick	$38,665	$40,405	0	4.5	40	1	$40,405
Grade 8							
Belschner, Jackie	25,080	26,209	0	4.5	40	1	26,209
Fortriede, Steven	30,305	31,669	0	4.5	40	1	31,669
Hart, Robert	25,080	26,209	0	4.5	40	1	26,209
Holly, Charlene	25,080	26,209	0	4.5	40	1	26,209
Kaye, Shelly	25,080	26,209	0	4.5	40	1	26,209
Milne, Gail	15,500	26,209	0	69.0	40	1	26,209
Stanley, Luana	25,080	26,209	0	4.5	40	1	26,209

Grade 7	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Adams, H. Ronald	$10,973	$16,198	0	47.6	40	1	$16,198
Allmandinger, Marilyn	15,500	16,198	0	4.5	40	1	16,198
Avins, Wesley	18,288	19,111	0	4.5	40	1	19,111
Bieri, Pamela	17,766	22,000	0	23.8	40	1	22,000
Colchin, Helen	21,083	21,083	0	0.0	40	1	21,083
Dickmeyer, John	18,288	19,111	0	4.5	40	1	19,111
Hartzell, Janet	18,288	19,111	0	4.5	40	1	19,111
Henning, Betty	18,288	19,111	0	4.5	40	1	19,111
Holderman, Angela	15,500	16,198	0	4.5	40	1	16,198
Hunt, Susan	18,288	19,111	0	4.5	40	1	19,111
Krueger, Frederick	18,288	19,111	0	4.5	40	1	19,111
Lauer, Kenneth	18,288	19,111	0	4.5	40	1	19,111
Leffers, Mary Jeanne	18,288	19,111	0	4.5	40	1	19,111
Lower, Dorothy	18,810	19,656	0	4.5	40	1	19,656
Meadows, Theresa	18,288	19,111	0	4.5	40	1	19,111
Moorman, Patricia	18,810	19,656	0	4.5	40	1	19,656
Otter, Isabelle	17,243	18,019	0	4.5	40	1	18,019
Patten, Devaun	15,500	16,198	0	4.5	40	1	16,198
Pelz, Carol	18,288	19,111	0	4.5	40	1	19,111
Rust, Donald	15,500	16,198	0	4.5	40	1	16,198
Seagly, Richard	18,288	22,990	0	25.7	40	1	22,990

Grade 7	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Schell, Kenneth	$18,810	$19,656	0	4.5	40	1	$19,656
Stearns, Megan	18,288	16,198	0	4.5	40	1	16,198
Swartzlander, Barbara	18,288	19,111	0	4.5	40	1	19,111
Witwer, Kathryn	18,288	22,000	0	20.3	40	1	22,000
Woodruff, Cindy	18,288	19,111	0	4.5	40	1	19,111
Readers' Services Manager	18,288	19,111	0	4.5	40	1	19,111

Grade E	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Abbott, James	$10,000	$13,651	0	36.5	40	1	$13,651
Arnoldy, Cathleen	13,063	13,651	0	4.5	40	1	13,651
Ballard, Peggy	13,063	13,651	0	4.5	40	1	13,651
Bourne, Delia	13,250	13,846	0	4.5	40	1	13,846
Buhr, Denise	14,630	15,288	0	4.5	40	1	15,288
Clegg, Michael	16,371	18,019	0	10.5	40	1	18,019
Conklin, Gary	13,250	13,846	0	4.5	40	1	13,846
Cox, Thomas	14,630	15,288	0	4.5	40	1	15,288
DeVault, Mary	13,250	13,846	0	4.5	40	1	13,846
Eckman, Charles	14,630	15,288	0	4.5	40	1	15,288
Elliott, Ethel	13,063	13,977	0	7.0	40	1	13,977
Gaunt, William	13,063	13,651	0	4.5	40	1	13,651
Gillen, Randal	13,375	13,977	0	4.5	40	1	13,977
Grigsby, Queenie	14,630	15,288	0	4.5	40	1	15,288
Hall, John	13,250	13,846	0	4.5	40	1	13,846
Ihrie, James Robert	14,630	15,288	0	4.5	40	1	15,288
Isca, Kay Lynn	12,000	13,846	0	15.4	40	1	13,846
Kohlmeyer, Martha	13,250	13,846	0	4.5	40	1	13,846
Linnemeyer, David	13,063	13,651	0	4.5	40	1	13,651

Grade E	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part = FTE		1983 Budget
McCaffery, Laura	$ 6.37	$13,846	0	4.5	40	1	$13,846
Pallone, Susan	14,630	15,288	0	4.5	40	1	15,288
Parrish, Rosamond	13,250	13,846	0	4.5	40	1	13,846
Portolese, Margaret	13,250	15,288	0	15.4	40	1	15,288
Reynolds, Robert	13,063	13,651	0	4.5	40	1	13,651
Roe, Kevin	12,000	13,846	0	15.4	40	1	13,846
Rogers, Martha	14,630	15,288	0	4.5	40	1	15,288
Schooley, Elizabeth	16,720	17,472	0	4.5	40	1	17,472
Selzer, John	11,704	12,231	0	4.5	40	1	12,231
Smith, Margaret	13,250	13,846	0	4.5	40	1	13,846
Stauffer, Jessie	13,063	13,651	0	4.5	40	1	13,651
Tritch, Richard	13,063	13,651	0	4.5	40	1	13,651
Tustison, Beulah	13,063	13,651	0	4.5	40	1	13,651
Williams, Hildreth	13,250	13,846	0	4.5	40	1	13,846
Witcher, Curt	13,250	13,846	0	4.5	40	1	13,846
Witcher, Rebecca	14,630	15,288	0	4.5	40	1	15,288
Zorn, Hazel	8,987	12,231	0	36.0	40	1	12,231
*******							
Genealogy Librarian	13,250	13,846	0	4.5	40	1	13,846
Library Production Coordinator	----	15,288	0	4.5	40	1 1	15,288
****							
Collis, Eva	5.63	5.88	0	4.5	25	.6	7,644

Grade E	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Hughes, Eloise	$ 6.37	$ 6.66	0	4.5	35	.9	$12,121
Librarian (Sunday hours)	----	7.35	0	---	28	.7	8,026

Grade 4	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Aschliman, James	$10,000	$10,450	0	4.5	40	1	$10,450
Anderson, Mark	8,360	11,467	0	37.1	40	1	11,467
Brooks, Earlean	10,973	11,467	0	4.5	40	1	11,467
Dennis, Christopher	8,987	10,450	0	16.3	40	1	10,450
Hart, Daniel	11,235	11,741	0	4.5	40	1	11,741
Helmling, Linda	10,973	11,467	0	4.5	40	1	11,467
Gater, Bernice	11,704	12,231	0	4.5	40	1	12,231
Gerig, Patricia	10,000	10,450	0	4.5	40	1	10,450
Hoffman, Pamela	10,000	10,450	0	4.5	40	1	10,450
Linnemeyer, Beverly	10,973	11,467	0	4.5	40	1	11,467
McCord, Pamela	10,000	10,450	0	4.5	40	1	10,450
Makris, Bessie	10,000	10,450	0	4.5	40	1	10,450
Mustin, Helen	10,000	10,450	0	4.5	40	1	10,450
Payne, Condra	10,000	10,450	0	4.5	40	1	10,450
Rigdon, Sharon	8,987	11,467	0	27.6	40	1	11,467
Scott, Nancy	10,973	11,467	0	4.5	40	1	11,467
Shupe, Elizabeth	10,000	10,450	0	4.5	40	1	10,450
Sills, Wilma	11,704	12,231	0	4.5	40	1	12,231
Voors, Mary	10,973	11,467	0	4.5	40	1	11,467
Williams, Thomas	11,495	12,012	0	4.5	40	1	12,012
Wissman, Rita	13,063	13,063	523	0.0	40	1	13,063

Grade 4	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Wagner, Judith	$ 4.32	$ 5.02	0	16.2	20	.5	$ 5,221

Grade 3	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Andrews, Susan	$8,987	$9,391	0	4.5	40	1	$9,391
Bandelier, Delores	8,987	9,391	0	4.5	40	1	9,391
Bird, Linda	8,987	9,391	0	4.5	40	1	9,391
Bormann, Katherine	8,987	9,391	0	4.5	40	1	9,391
Boshler, Joyce	8,987	9,391	0	4.5	40	1	9,391
Bushing, Muriel	8,987	9,391	0	4.5	40	1	9,391
Cansler, Sharon	8,987	9,391	0	4.5	40	1	9,391
Eisenmann, Joyce	8,987	9,391	0	4.5	40	1	9,391
Ensley, Diane	8,987	9,391	0	4.5	40	1	9,391
Kenagy, William	8,987	9,391	0	4.5	40	1	9,391
Knuth, Susan	8,987	9,391	0	4.5	40	1	9,391
Lyons, Terry	8,987	9,391	0	4.5	40	1	9,391
McFadden, Beverly	8,987	9,391	0	4.5	40	1	9,391
McIntosh, Joan	8,987	9,391	0	4.5	40	1	9,391
Mertz, Scott	8,987	9,391	0	4.5	40	1	9,391
Moser, Phillip	8,987	9,391	0	4.5	40	1	9,391
Moskovites, Carolyn	8,987	9,391	0	4.5	40	1	9,391
Newcomer, Arlene	8,987	9,391	0	4.5	40	1	9,391
Obringer, Charlotte	8,987	9,391	0	4.5	40	1	9,391
O'Neill, Patricia	8,987	9,391	0	4.5	40	1	9,391
Roembke, Dorothy	8,987	9,391	0	4.5	40	1	9,391

Grade 3	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Roembke, Jeannette	$8,987	$9,391	0	4.5	40	1	$9,391
Schlatter, Christopher	8,987	9,391	0	4.5	40	1	9,391
Schmidt, Pamela	8,987	9,391	0	4.5	40	1	9,391
Sharp, Betty	8,987	9,391	0	4.5	40	1	9,391
Timinsky, Veronica	8,987	9,391	0	4.5	40	1	9,391
Timinsky,Victoria	8,987	9,391	0	4.5	40	1	9,391
Underwood, Edward	9,370	9,391	0	.002	40	1	9,391
Vice, B. Neil	8,360	9,391	0	12.3	40	1	9,391
Wagner, Maxine	8,986	9,391	0	4.5	40	1	9,391
Wilhoit, Alma	8,987	9,391	0	4.5	40	1	9,391
Witwer,Kay	8,987	9,391	0	4.5	40	1	9,391
Wood, Mary Jane	12,196	12,196	2805	0.0	40	1	12,196
Public Information Clerk	---	9,391	2805	---	40	1	9,391
Public Services Clerk	---	9,391	0	---	40	1	9,391
Purchasing Clerk	---	9,391	0	---	40	1	9,391
*******							
Barrett, Barbara	4.32	4.51	0	4.5	16	.4	3,752
Bobay, Brenda	4.32	4.51	0	4.5	24	.6	5,628
Buzzard, Louise	4.32	4.51	0	4.5	15	.4	3,518
Campbell, Dennis	4.32	4.51	0	4.5	20	.5	4,690
Christian, Genevieve	4.32	4.51	0	4.5	24	.6	5,628

Grade 3	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Coats, Sarah	$4.32	$4.51	0	4.5	20	.5	$4,690
Hamman, Karen	4.32	4.51	0	4.5	20	.5	4,690
Gandhi, Niroo	4.32	4.51	0	4.5	24	.6	5,628
Gerdom, Beverly	4.32	4.51	0	4.5	12	.3	2,814
Hatch, Holly	4.32	4.51	0	4.5	20	.5	4,690
Howard, Martha	4.32	4.51	0	4.5	25	.6	5,863
McClain, Jeannette	4.32	4.51	0	4.5	20	.5	4,690
McKenna, Ann	4.32	4.51	0	4.5	25	.6	5,863
Markland, Bonnie	4.32	4.51	0	4.5	30	.7	7,036
Motsinger, Gregory	4.32	4.51	0	4.5	20	.5	4,690
Neidigh, Pearl	4.32	4.51	0	4.5	11	.3	2,580
Norment, Helen	4.32	4.51	0	4.5	32	.8	7,505
Pemberton, Dorothy	4.33	4.51	0	4.0	22	.5	5,159
Pena, Corina	4.32	4.51	0	4.5	12	.3	2,814
Scott, Patricia	4.32	4.51	0	4.5	16	.4	3,752
Sherwin, Phyllis	4.32	4.51	0	4.5	20	.5	4,690
Sloniawski, Ann	4.32	4.51	0	4.5	32	.8	7,505
Swank, Garneta	4.32	4.51	0	4.5	26	.6	6,098
Tobin, Suzanne	4.32	4.51	0	4.5	20	.5	4,690
Yonkman,Cynthia	4.32	4.51	0	4.5	20	.5	4,690

Grade 3	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Basement Clerk	---	4.51	0	--	24	.6	$5,628
Basement Clerk	---	4.51	0	--	24	.6	5,628
Basement Clerk	---	4.51	0	--	21	.5	4,925
Georgetown Branch Clerk	---	4.51	0	--	32	.8	7,505
Georgetown Branch Clerk (Sunday hours)	---	4.51	0	--	24	.6	4,221
Shawnee Branch Clerk (Sunday hours)	---	4.51	0	--	16	.4	2,814
Little Turtle Branch Clerk	---	4.51	0	--	20	.5	4,690
Main Library Clerk (Sunday hours)	---	4.51	0	--	4	.1	704
Switchboard Operator (Sunday hours)	---	4.51	0	--	5	.1	879

Grade 2	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Bender, Richard	$8360	$8736	0	4.5	40	1	$8736
Carpenter, William	8720	8736	0	.002	40	1	8736
Cereghino, Louis	9434	9434	698	0.0	40	1	9434
Darghous, Mohamed	8360	8736	0	4.5	40	1	8736
Dennison, Mary	8360	8736	0	4.5	40	1	8736
Fitch, Anita	8819	8819	83	0.0	40	1	8819
Harrow, Margaret	8360	8736	0	4.5	40	1	8736
Kasner, Lea Anne	8360	8736	0	4.5	40	1	8736
Krajewski, Nick	8360	8736	0	4.5	40	1	8736
Neuhaus, Rosie	8360	8736	0	4.5	40	1	8736
Ramer, Nellie	8360	8736	0	4.5	40	1	8736
Sewell, Robert	8360	8736	0	4.5	40	1	8736
Tucker, Marilyn	8360	8736	0	4.5	40	1	8736
Williams, Cynthia	8360	8736	0	4.5	40	1	8736
Genealogy clerk	----	8736	0	0.0	40	1	8736
****							
Denninger, William	4.02	4.20	0	4.5	20	.5	4368
Ferrell, Charlene	4.02	4.20	0	4.5	22	.5	4805
Harkins, Thomas	4.02	4.20	0	4.5	25	.6	5460
Jeffrey, Don	4.02	4.20	0	4.5	5	.1	1092
McMahon, Dawn	4.02	4.20	0	4.5	4	.1	874
Michel, Raymond	4.02	4.20	0	4.5	20	.5	4368

Grade 2	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part = FTE		1983 Budget
Moore, Kevin	$4.02	$4.20	0	4.5	22	.5	$4805
Pettigrew, John	4.02	4.20	0	4.5	25	.6	5460
Shaheen, Abla	4.02	4.20	0	4.5	24	.6	5242
Shoemaker, Joe	4.02	4.20	0	4.5	23	.6	5023
Slattery, William	4.02	4.20	0	4.5	20	.5	4368
Spallone, Rick	4.02	4.20	0	4.5	25	.6	5460
Vardaman, Dwayne	4.02	4.20	0	4.5	4	.1	874
Wagner, Steven	4.02	4.20	0	4.5	24	.6	5242
Housekeeper	4.02	4.20	0	4.5	29	.7	6334
Housekeeper	----	4.20	0	---	21	.5	4586
Housekeeper	----	4.20	0	---	32	.8	6989
Housekeeper (Sunday hours)	----	4.20	0	---	16	.4	2621
Security Officer	----	4.20	0	---	24	.6	5242
Security Officer (Sunday hours)	----	4.20	0	---	5½	.1	901
Processing Services Clerk	4.02	4.20	0	4.5	21	.5	4586

Grade 1	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
Bunnell, Louis	$7280	$7608	0	4.5	40	1	$7608
Gaines, Alan	7280	7608	0	4.5	40	1	7608
Kughler, Steven	7280	7608	0	4.5	40	1	7608
Tchinski, Carol	7280	7608	0	4.5	40	1	7608
Woods, Tonya	7280	7608	0	4.5	40	1	7608
****							
Baker, Penny	3.50	3.66	0	4.5	20	.5	3806
Baltimore, Josephine	3.50	3.66	0	4.5	20½	.5	3902
Barr, Laurie	3.50	3.66	0	4.5	20	.5	3806
Brooks, Gary	3.50	3.66	0	4.5	24½	.6	4663
Cherry, Marjorie	3.50	3.66	0	4.5	29	.7	5519
Davis, Jean	3.50	3.66	0	4.5	23	.6	4377
Diaz, Gil	3.50	3.66	0	4.5	20	.5	3806
Dohner, Vickie	3.50	3.66	0	4.5	8	.2	1523
Fields, Sara	3.50	3.66	0	4.5	28	.7	5329
Frederick Joyce	3.50	3.66	0	4.5	26	.6	4948
Gordon, Kathleen	3.50	3.66	0	4.5	20	.5	3806
Harshman, DeAnna	3.50	3.66	0	4.5	20	.5	3806
Hollowell, Terri	3.50	3.66	0	4.5	20	.5	3806
Hughes, Teresa	3.50	3.66	0	4.5	12	.3	2284
Huster, John	3.50	3.66	0	4.5	20	.5	3806
Kumfer, Scott	3.50	3.66	0	4.5	20	.5	3806

Grade 1	1982 Salary/Wage	1983 Salary/Wage	$ above Grade	% Increase	Hours Full/Part	= FTE	1983 Budget
McCormick, Virgil	$3.50	$3.66	0	4.5	35	.9	$6661
Mansfield, Norma	3.50	3.66	0	4.5	25	.6	4758
Ostman, Jayne	3.50	3.66	0	4.5	28½	.7	5424
Ottenweller, Thomas	3.50	3.66	0	4.5	20	.5	3806
Oxley, Amy	3.50	3.66	0	4.5	18	.4	3426
Oxley, Valerie	3.50	3.66	0	4.5	18	.4	3426
Raftree, Matthias	3.50	3.66	0	4.5	16	.4	3045
Romary, Michael	3.50	3.66	0	4.5	20	.5	3806
Sanders, Mark	3.50	3.66	0	4.5	22½	.6	4282
Schnurr, Lawrence	3.50	3.66	0	4.5	12½	.3	2379
Slupecki, Debbie	3.50	3.66	0	4.5	17	.4	3235
Wildermuth, Matthew	3.50	3.66	0	4.5	20	.5	3806
Witcher, Derrick	3.50	3.66	0	4.5	20	.5	3806
Zauner, Jonathan	3.50	3.66	0	4.5	24	.6	4568
Zych, Peggy	3.50	3.66	0	4.5	25	.6	4758
Georgetown page (Sunday hours)	----	3.66	0	---	5	.1	714
Shawnee page (Sunday hours)	----	3.66	0	---	5	.1	714
Main Library pages (Sunday hours)	----	3.66	0	---	23	.6	3283
Circulation Services desk attendant/page (Sunday hours)	----	3.66	0	---	15	.4	2141

16 November 1982

PROPOSED PERSONNEL BUDGET FOR 1983

Grade	Full-time	Part-time	FTE	1982 Hourly	1983 Hourly	1982 Salary	1983 Salary	1983 Total Budget $
1	4	32	21.5	$3.50	$3.66	$7280	$7608	$ 161,463
2	15	21	25.0	4.02	4.20	8360	8736	220,521
3	36	33	53.3	4.32	4.51	8987	9391	501,228
4	21	1	21.5	4.81 to 5.77	5.02 to 6.03	10,000 to 12,000	10,450 to 12,540	240,818
E	39	3	41.2	5.63 to 8.29	5.88 to 8.66	11,704 to 17,243 (MLS-14,630)	12,231 to 18,019 (MLS-15,288)	591,281
7	27	0	27.0	----	----	15,500 to 22,000	16,198 to 22,990	510,691
8	7	0	7.0	----	----	25,080 to 30,305	26,209 to 31,669	188,923
9	1	0	1.0	----	----	38,665	40,405	40,405
TOTAL	150	90	197.5					$2,455,330
								+30,000 Summer employees
								+29,130 Contingency
								$2,514,460
								-25,460 LSCA
								2,489,000 budget total

16 November 1983

Proposed Authorized Staffing Table for 1983

Service areas Position #	Title	Grade	FT/PT	FTE	$ Salary/Wage
Administrative Services					
001	Director	9	40	1.0	40,405
002	Secretary	E	40	1.0	13,651
		Total	80/0	2.0	$ 54,056
Branch and Bookmobile					
100	Manager	8	40	1.0	26,209
Bookmobiles					
110	Bookmobile manager	7	40	1.0	19,111
111	Bookmobile librarian	E	40	1.0	13,651
112	Bookmobile librarian	E	40	1.0	13,651
113	Bookmobile librarian	E	40	1.0	13,651
114	Bookmobile librarian	E	40	1.0	13,651
115	Bookmobile librarian	E	40	1.0	13,651
			200	5.0	
		Total	240/0	6.0	87,366
Branches					
Georgetown					
120	Manager	7	40	1.0	19,656
121	Librarian/ass't mgr.	E	40	1.0	16,288
122	Librarian	E	40	1.0	12,231
			80	2.0	
123	Branch clerk	3	40	1.0	9,391
124	Branch clerk	3	40	1.0	9,391
125	Branch clerk	3	32	.8	7,505
126	Branch clerk	3	20	.5	4,690
127	Branch clerk	3	12	.3	2,814

128	Branch clerk(Sunday hours)	3	24	.6	4,221
			80/88	2.2	
	Paging hours(Sunday hours)	1	5	.1	714
		Total	200/93	7.3	86,901
Harlan					
140	Manager	E	40	1.0	13,651
Hessen Cassel					
150	Manager	7	40	1.0	19,111
151	Branch assistant	4	40	1.0	10,450
152	Branch clerk	3	40	1.0	9,391
153	Branch clerk	3	25	.6	5,863
154	Branch clerk	3	20	.5	4,690
			40/45	2.1	
	Paging hours	1	20	.5	3,806
		Total	160/64	5.6	53,311
Little Turtle					
160	Manager	7	40	1.0	22,000
161	Branch assistant	4	40	1.0	10,450
162	Branch clerk	3	40	1.0	12,196
163	Branch clerk	3	20	.5	4,690
164	Branch clerk	3	20	.5	4,690
165	Branch clerk	3	16	.4	3,752
			40/56	2.4	
	Paging hours	1	20	.5	3,806
		Total	120/66	4.9	61,584

Monroeville					
170	Manager	E	40	1.0	13,977
171	Branch assistant	4	20	.5	5,221
		Total	40/20	1.5	19,198
New Haven					
180	Manager	7	40	1.0	19,111
181	Branch assistant	4	40	1.0	13,063
182	Branch clerk	3	22	.5	5,159
		Total	80/22	2.5	37,333
Pontiac					
190	Manager	E	40	1.0	13,977
191	Branch assistant	4	40	1.0	10,450
		Total	80/0	2.0	24,427
Shawnee					
200	Manager	7	40	1.0	19,111
201	Branch assistant	4	40	1.0	10,450
202	Branch clerk	3	40	1.0	9,391
203	Branch clerk	3	25	.6	5,863
204	Branch clerk(Sunday hours)	3	16	.4	2,814
			40/41	2.0	
	Paging hours	1	20	.5	3,806
	Paging hours(Sunday hours)	1	5	.1	714
			0/25	.6	
		Total	120/66	4.6	52,149

Tecumseh					
210	Manager	7	40	1.0	19,111
211	Branch assistant	4	40	1.0	10,450
212	Branch clerk	3	32	.8	7,505
		Total	80/32	2.8	37,066
Waynedale					
220	Manager	7	40	1.0	19,111
221	Branch assistant	4	40	1.0	10,450
222	Branch clerk	3	24	.6	5,628
223	Branch clerk	3	24	.6	5,628
224	Branch clerk	3	20	.5	4,690
			0/64	1.7	
	Paging hours	1	20	.5	3,806
		Total	80/84	4.2	49,313
Woodburn					
230	Manager	E	40	1.0	13,651
Financial Services					
240	Manager	8	40	1.0	26,209
241	Financial assistant	4	40	1.0	12,231
		Total	80/0	2.0	38,440
Personnel Services					
250	Manager	8	40	1.0	26,209
252	Secretary	3	40	1.0	9,391
		Total	80/0	2.0	35,600

Public Information Services					
260	Manager	8	40	1.0	26,209
262	Assistant	3	40	1.0	9,391
		Total	80/0	2.0	35,600
Public Services					
270	Manager	8	40	1.0	31,669
271	Secretary	3	40	1.0	9,391
		Total	80/0	2.0	41,060
Art, Music, and Audio-Visual Services					
280	Manager	7	40	1.0	19,111
281	Librarian/ass't mgr.	E	40	1.0	16,288
282	Librarian	E	40	1.0	13,846
282	Librarian	E	40	1.0	13,846
			120/0	3.0	
284	Clerk	3	20	.5	4,690
285	Clerk	3	20	.5	4,690
			0/20	1.0	
	Paging hours	1	20	.5	3,806
		Total	160/60	5.5	76,277
Business and Technology					
290	Manager	7	40	1.0	19,111
291	Librarian	E	40	1.0	15,288
292	Librarian	E	40	1.0	13,846
			80/0	2.0	
293	Clerk	3	40	1.0	9,391

	Paging hours	1	40		7,608
		Total	160/40	5.0	65,244
Children's Services					
300	Manager	7	40	1.0	19,111
301	Librarian/ass't mgr.	E	40	1.0	16,288
302	Clerk	3	40	1.0	9,391
303	Clerk	3	24	.6	5,628
304	Clerk	3	20	.5	4,690
305	Clerk	3	20	.5	4,690
			40/64	2.6	
	Paging hours	1	20		3,806
		Total	120/84	5.1	63,604
Fred J. Reynolds Historical Genealogy Collection					
310	Manager	7	40	1.0	19,656
311	Librarian/ass't Mgr.	E	40	1.0	18,019
312	Librarian	E	40	1.0	13,846
313	Librarian	E	40	1.0	13,846
314	Librarian/workroom supervisor	E	40	1.0	12,231
315	Librarian	E	35	.9	12,121
			160/35	4.9	
316	Microform Room supervisor	4	40	1.0	10,450
317	Microform Room clerk	2	40	1.0	8,736
318	Page	1	40	1.0	7,608
319	Page	1	40	1.0	7,608
	Paging hours	1	72		13,702
			80/72	3.8	
		Total	360/107	11.7	137,823

Government Documents and Law Library					
330	Manager	7	40	1.0	19,111
331	Librarian	E	40	1.0	15,288
332	Librarian	E	40	1.0	13,846
			80/0	2.0	
333	Secretary	3	40	1.0	9,391
334	Clerk	3	11	.3	2,580
			40/11	1.3	
		Total	160/11	4.3	60,216
Readers' Services					
340	Manager	7	40	1.0	19,111
341	Librarian/ass't mgr.	E	40	1.0	14,846
342	Librarian	E	40	1.0	15,288
342	Librarian	E	40	1.0	13,846
			120/0	3.0	
343	Basement clerk	3	24	.6	5,628
344	Basement clerk	3	24	.6	5,628
345	Basement clerk	3	21	.5	4,925
			0/69	1.7	
346	Clerk	2	40	1.0	8,736
	Paging hours	1	40	1.0	7,608
		Total	200/109	7.7	95,621
Reference Services					
370	Manager	7	40	1.0	21,083
371	Librarian/ass't mgr.	E	40	1.0	16,288
372	Librarian	E	40	1.0	15,288
373	Librarian	E	40	1.0	13,846
			120/0	3.0	

374	Clerk	3	40	1.0	9,391
	Paging hours	1	30	.8	5,710
		Total	200/30	5.8	81,606
Talking Books					
380	Manager	7	40	1.0	18,019
381	Assistant	4	40	1.0	10,450
		Total	80/0	2/0	28,469
Telecommunication Center					
390	Manager	7	40	1.0	22,000
391	Coordinator/ass't mgr.	E	40	1.0	16,288
392	Coordinator	E	40	1.0	15,288
393	Programmer	E	40	1.0	13,651
			120/0	3.0	
394	Production assistant	3	40	1.0	9,391
		Total	200/0	5.0	76,618
Young Adult Services					
400	Manager	7	40	1.0	19,111
401	Librarian/ass't mgr.	E	40	1.0	14,846
402	Librarian	E	40	1.0	13,846
403	Librarian	E	25	.6	7,644
			80/25	2.6	
404	Clerk	3	15	.4	3,518
	Paging hours	1	18	.4	3,426
		Total	120/58	4.4	62,391

Interdepartmental(Public Services)					
410	Librarian(Sunday hours)	E	28	.7	8,026
411	Clerk(Sunday hours)	3	4	.1	704
	Paging hours(Sunday hours)	1	23	.6	3,283
		Total	0/55	1.4	12,013
Support Services					
420	Manager	8	40	1.0	26,209
421	Purchasing clerk	3	40	1.0	9,391
		Total	80/0	2.0	35,600
Circulation Services					
430	Manager	7	40	1.0	16,198
432	Reserve clerk/assistant mgr.	4	40	1.0	11,467
433	Overdues collector	4	40	1.0	12,231
434	Storage stacks supervisor	4	40	1.0	11,741
435	Centralized overdues supervisor	4	40	1.0	11,467
436	Offset publications typist	4	40	1.0	11,467
437	Switchboard supervisor	4	40	1.0	11,467
			240/0	6.0	
436	Clerical assistant/typist	3	40	1.0	9,391
437	Interloan clerk	3	40	1.0	9,391
438	Clearinghouse clerk	3	40	1.0	9,391
439	Clerk/typist	3	40	1.0	9,391
440	Clerk/typist	3	40	1.0	9,391
441	Clerk/typist	3	40	1.0	9,391
442	Clerk/typist	3	40	1.0	9,391
443	Switchboard operator	3	16	.4	3,752
444	Switchboard operator	3	12	.3	2,814
445	Switchboard operator(Sunday hours)	3	5	.1	879
			280/33	7.8	

446	Clerk	2	40	1.0	8,736
447	Clerk	2	40	1.0	8,736
448	Clerk	2	40	1.0	8,736
449	Clerk	2	40	1.0	8,736
			160/0	4.0	
450	Desk attendant	1	40	1.0	7,608
451	Page	1	40	1.0	7,608
	Desk attendant/paging hours(Sunday hours)	1	15	.4	2,141
	Desk attendant/paging hours	1	268.5	7.1	51,099
			80/283.5	9.5	
		Total	800/316.5	28.3	262,620
Housekeeping					
470	Manager	7	40	1.0	16,198
471	Supervisor	4	40	1.0	12,012
472	Housekeeper	2	40	1.0	9,434
473	Housekeeper	2	40	1.0	8,736
474	Housekeeper	2	40	1.0	8,736
475	Housekeeper	2	40	1.0	8,736
476	Housekeeper	2	40	1.0	8,736
477	Housekeeper	2	40	1.0	8,736
	Housekeeping hours(Sunday hours)	2	16	.4	2,621
	Housekeeping hours	2	190	4.8	41,376
			240/210	11.2	
		Total	320/210	13.2	125,321
Maintenance					
500	Building engineer	7	40	1.0	19,656
501	Maintenance technician	3	40	1.0	9,391
502	Maintenance technician	3	40	1.0	9,391
503	Courier	3	40	1.0	9,391
504	Mailroom clerk	3	40	1.0	9,391
			160/0	4.0	
		Total	200/0	5.0	57,220

Parking					
510	Parking attendant	1	35	.9	6,661
511	Parking attendant	1	29	.7	5,519
		Total	0/64	1.6	12,180
Print Shop					
520	Manager	7	40	1.0	16,198
521	Supervisor	4	40	1.0	10,450
522	Assistant	3	40	1.0	9,391
523	Clerk/sign maker	2	24	.6	5,242
		Total	120/24	3.6	41,281
Security					
530	Manager	7	40	1.0	16,198
531	Supervisor	4	40	1.0	11,467
	Security officer(Sunday hours)	2	5½	.1	901
	Security officer hours	2	151	3.8	32,979
			0/156½	3.9	
		Total	80/156½	5.9	61,545
Technical Services					
550	Manager	8	40	1.0	26,209
Cataloging Services					
551	Manager	7	40	1.0	19,111
552	Cataloger	E	40	1.0	17,472
553	Cataloger	E	40	1.0	13,846
554	Cataloger	E	40	1.0	13,846
			120/0	3.0	
555	Clerk	3	40	1.0	9,391
		Total	200/0	5.0	73,666

Acquisitions Services					
560	Manager	7	40	1.0	16,198
561	Supervisor	4	40	1.0	11,467
562	Clerk/typist	3	40	1.0	9,391
563	Clerk/typist	3	40	1.0	9,391
564	Clerk/typist	3	40	1.0	9,391
			120/0	3.0	
		Total	200/0	5.0	55,838
Processing Services					
570	Manager	7	40	1.0	16,198
571	Typing supervisor	4	40	1.0	11,467
572	Processing clerk	3	40	1.0	9,391
573	Bindery clerk/typist	3	40	1.0	9,391
574	Clerk/typist	3	40	1.0	9,391
575	Clerk/typist	3	40	1.0	9,391
576	Clerk/typist	3	40	1.0	9,391
577	Bibliographic searcher	3	40	1.0	9,391
578	Clerk/typist	3	32	.8	7,505
579	Clerk/typist	3	30	.7	7,036
580	Bibliographer searcher	3	26	.6	6,098
581	Clerk/typist	3	20	.5	4,690
			240/108	8.7	
582	Clerk	2	40	1.0	8,819
583	Clerk	2	40	1.0	8,736
584	Clerk	2	40	1.0	8,736
585	Clerk	2	21	.5	4,586
			120/21	3.5	
		Total	440/129	14.2	140,217
Branch and Bookmobile and Public Services					
Interdivisional					
600	Selector	7	40	1.0	22,990

ACPL
ALLEN COUNTY
PUBLIC LIBRARY
900 WEBSTER STREET
FORT WAYNE, INDIANA
46802: (219) 424-7241
MAILING ADDRESS: BOX 2270
FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

16 November 1982

MEMO

To: All Library Board Members

From: Rick Ashton Rick J. Ashton

Re: Levy and Rate Approval

This morning the field examiner for the State Board of Tax Commissioners met with me and Jackie Belschner concerning the Library's 1983 operating levy and tax rate. As you recall, the Library had filed an appeal under Public Law 53 for an excessive levy of $723,000. Our advertised levy, as adopted by the Board, was $4,084,962.

The levy as approved by the State Board of Tax Commissioners' representative is $4,011,070. This lower levy emerges from two factors. The first is that the State Board of Tax Commissioners used a different method for calculating the permissible appeal amount than the one which they had originally given to the Library. More important, however, was the fact that the assessed valuation of Allen County has declined .3 of 1% from 1982 to 1983. We had based our appeal on a 2% increase in the assessed valuation.

The operating fund tax rate for 1983 will be $.2875 per $100 of assessed valuation. This rate and the levy of $4,011,070 will be sufficient to support the advertised and adopted budget of $4,975,000, when

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

November 16, 1982

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. AShton, Director

FINES AND MISCELLANEOUS RECEIPTS

OCTOBER 1982

Main Library Fines		$2,265.28
Georgetown Branch Library	774.82	
Hessen Cassel Branch	411.75	
Little Turtle Branch	313.81	
Pontiac Branch	14.75	
Shawnee Branch	287.50	
Tecumseh Branch	231.10	
Waynedale Branch	256.05	
Harlan Branch	25.00	
Monroeville Branch	30.00	
New Haven Branch	110.50	
Woodburn Branch	24.50	
Bookmobile #1	1.65	
Bookmobile #2	45.70	
Bookmobile #7	14.00	2,541.13
Copier Receipts		6,708.96
Parking Lot Receipts (Light)		1,000.00
Parking Lot Receipts (H & W)		2,731.86
Insurance Claim		698.00
I & M Electric Co. Refund		793.25
Telephone Pay Station Commission		40.95
Nitz Distributors Commission		5.59
Snyder Dist. Co. Commission		48.45
Old Newspaper Receipts		13.60
Video Tapes		82.00
Piano Fee		10.00
Mileage - Ashton		52.80
Subscription Fees		160.00
Book Bag Receipts		115.40
Books		240.32
Reserve Postals		27.00
Pamphlets & Catalogs		64.40
		$17,598.99

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills November 16, 1982

Dale's Sales Agency	Roof repairs to Georgetown Branch Library - less 10% retainage	$16,849.80

Patricia Ryan

Mary Kellenger

Dean McMahan

Robert H. Fraum

Rae Ann Gates

Julian Inman

APPROVED

Rick T. Arbiter

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills November 16, 1982

Michael B. Clegg	Fee for instructing ACPL class "Introduction to Genealogy" 9/9 - 10/28/82	750.00
Fondo Cultural Latino-Americano	Spanish Books	452.93
Condra Payne	Pontiac Branch Library Anniversary cake	18.95
Walt Disney Educational Media Company	Film rental - Pontiac Branch Library Anniversary	155.00
		$1,376.88

Patricia Beer

Mary Kiekhaefer

Dean McMahan

Robert Kaufman

Joe Wade

Fulton Freeman

APPROVED

Charles J. Ashley

DIRECTOR

ACPL
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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

3 December 1982

AGENDA
Committee Meetings
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
2:00 p.m.
Friday 10 December 1982
Board Room, Allen County Public Library, 900 Webster Street, Fort Wayne, Indiana

Committee on Insurance
Mr. Tazian, chairman; Mrs. Koehlinger; Mrs. Beers.

1. Employee health insurance.
2. Employee term life insurance.
3. Employee disability insurance.

Committee on Personnel
Mr. Mather, chairman; Mr. McMahan; Mrs. Gates.

1. Staffing plans for Sunday hours.
2. 1983 holiday closings.
3. Sick leave policy.

Committee on Compensation
Mr. Mather, chairman; Mr. McMahan; Mrs. Beaman.

1. Staffing plans for Sunday hours.
2. Merit pay plans.
3. Individual compensation matters.

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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

3 December 1982

MEMO

To: All Library Board Members

From: Rick Ashton RJA/cma

Re: Committee Meetings

Thank you for agreeing to attend an additional Library Board Committee meeting on Friday 10 December. The enclosed agenda and background materials will be for your use at that meeting. Some additional written materials are still in preparation concerning the insurance and sick leave matters. They will be made available at the meeting.

I look forward to seeing you on Friday 10 December.

RJA/cma

1 December 1982

DRAFT for Board Approval

THE 1983 MERIT PAY PROGRAM

Purpose: The public will be best served by the Allen County Public Library when the staff of the Library exhibits creativity, initiative, energy, diligence, thoroughness, cooperation, and other characteristics of excellent work. In order to recognize, reward, and encourage excellent work by the staff, the Board of Library Trustees has allocated for 1983 the sum of $20,000, within the payroll budget appropriation, to support a merit pay program in 1983. This document sets forth the assumptions and procedures which will govern the administration of the merit pay program in 1983.

Achievements: Employee achievements which significantly advance the Library's mission to inform, educate, entertain, and enrich the life of the community will be the focus of the merit pay program. These may include significant improvements in individual or group productivity; activities which result in significant cost savings; development of new services, audiences, or programs; improved efficiency; excellent performance in teaching or leading other employees; significant enhancements in public understanding and use of the Library; and achievements which significantly fulfill the goals and objectives of the Five-Year Plan. Routine work competently done, perfect attendance, or other activities considered to be part of the responsibility of all employees will not result in positive consideration for merit pay.

Eligibility: All employees of the Allen County Public Library may be considered for merit pay.

Merit Pay Defined: Merit pay is an increase in an individual's compensation, made in recognition of excellent current work achievement. It is paid to the employee during the remaining part of the year in which it is granted. It does not become a part of the employee's salary for determination of possible salary increases in subsequent years.

Initiating a Merit Pay Request: Any Library employee may recommend any Library employee, including himself or herself, for merit pay at any time. The employee may initiate the process of consideration by writing to the Director of the Library or by making an appointment with the Director to discuss merit pay.

Consideration of Recommendations for Merit Pay: Upon receiving a recommendation for merit pay, the Director will discuss the recommendation with the person making it, with the individual for whom merit pay is being recommended, and with any other persons as necessary. Employees may submit evidence to support the recommendation.

In considering the appropriateness of the recommendation, the Director will take into account the following questions: Has the work of the person being recommended significantly improved Library service to the public? Has the person's work improved internal Library efficiency or effectiveness? Has the person's work saved the Library money? Has the person's work resulted in an improved public perception of the Library? Has the person's work brought new users in to the Library? Has the person's work resulted in attainment of goals or objectives of the Five-Year Plan? Has the

person's achievement positively affected the work of other staff members? Will the impact of the person's achievement be ongoing?

Within thirty days of receiving a recommendation for merit pay, the Director of the Library will make a determination and communicate it in writing. If the Director has determined that the employee should receive merit pay, the communication will be directed to the Board of Library Trustees for approval for merit pay in a specified amount. If the Director of the Library has determined that the employee should not receive merit pay, the response will take the form of a letter to the employee, explaining the determination and suggesting areas of potential improvement.

Board Approval: As in all other compensation matters, the Board of Library Trustees has final authority concerning merit pay. After Board approval of merit pay for a specific employee in a specific amount, the pay will go into effect as soon as possible.

Amounts of Merit Pay: During 1983 merit pay amounts will be no less than $500 and no more than $1500.

Recognition: The Library will communicate to the individual employee, the entire staff, the Board of Library Trustees, and the public the achievements which have made a merit pay award appropriate.

1 December 1983

DRAFT for Board Approval

PLANS FOR SUNDAY OPERATIONS IN 1983

Dates: Thirty-four Sundays as follows:

January 9, 16, 23, 30

February 6, 13, 20, 27

March 6, 13, 20, 27

April 10, 17, 24

May 1, 8, 15, 22

September 11, 18, 25

October 2, 9, 16, 23, 30

November 6, 13, 20, 27

December 4, 11, 18

Hours: 1:00 p.m. to 6:00 p.m.

Location: Main Library Only

Parking: Parking lots directly operated by the Library will not be staffed on Sundays. Parking lots operated by contractors will be staffed at the discretion of the contractors.

Public Services Departments: Children's Services; Readers' Services; Reference Services; Young Adults' Services; Business and Technology; Government Documents; Genealogy; Art, Music, and Audiovisual Services.

Support Services Departments: Circulation Services; Housekeeping; Security; Switchboard.

Staffing Levels: Staffing will consist of a mixture of fulltime and parttime staff in each department, at levels sufficient to deal with a high level of public use of the Library.

Staff Scheduling: Scheduling will be equitable, with all staff members in the working departments bearing a fair share of Sunday work. So far as possible, schedules will be filled by staff members who volunteer to work Sundays. Department heads will exercise flexibility and good judgment in scheduling, with the goal that no employee be required to work more than half of all Sundays.

Compensation: Fulltime employees scheduled to work on Sundays will receive eight hours' pay for five hours' work. Parttime employees scheduled to work on Sunday will receive their regular hourly pay rates.

Conscientious Objection: Staff members who object for religious reasons to working on Sunday will be excused from Sunday assignments after filing a declaration of conscientious objection with the Director of the Library.

Fines and Overdues: Current practice concerning fines and overdues will remain unchanged. Additional fines will not accrue on Sundays. Materials returned on Sundays will be considered as having been returned on the previous Saturdays.

Data Collection and Evaluation: The staff will collect information on the number of persons entering the building, the number of items borrowed, the number of questions answered, the number of items used in the building, costs of staffing, other operational costs, and public and staff attitudes concerning Sunday hours. Using this and other information, the staff and Board will evaluate the success of Sunday hours in June 1983, before the drafting and approval of the 1984 operating budget, and at the end of 1983.

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FORT WAYNE, INDIANA 46801

Rick J. Ashton
director

21 December 1982

To: All Library Board Members

From: Rick Ashton Rick Ashton/ca

Re: Board of Library Trustees Meeting, 30 December 1982

The Board of Library Trustees will meet in the Board Room of the Main Library at 3:00 p.m. on Thursday 30 December 1982. On this very last workday of the year, the Board will have, as you can see from the attached agenda, a good bit of work to do. The enclosed materials are designed to help you prepare for the meeting.

Please note that agenda item 15, Fund Transfer Resolution, and agenda item 16, the list of operating fund bills, are not included in this packet. We are keeping our books open through Monday 27 December. Appropriate documents will be supplied to you at the Board meeting.

With best wishes for a Merry Christmas, I look forward to seeing you on 30 December.

RJA/cma

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Rick J. Ashton
director

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
3:00 p.m.
Thursday 30 December 1982
Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana

1. Adoption of the agenda.
2. Approval of the Minutes of the 16 November 1982 regular Board meeting.
3. Reception of the financial report of 30 November 1982.
4. Report of the Director.
   a. Television public service announcements.
   b. Friends of the Allen County Public Library New Members Month.
   c. Other.
5. Opening of sealed bids for proposals for commercial operation of Library-owned parking lots.
6. Submission of a grant proposal to the Indiana State Library for $258,781 for retrospective conversion of the bibliographic data base.
7. Adoption of report and recommendation of Committee on Personnel.
   a. Staffing plans for Sunday hours.
   b. 1983 holiday closings.
   c. Revised sick leave policy.
8. Adoption of report and recommendation of Committee on Insurance.
   a. Employee health insurance.
   b. Employee term life insurance.
   c. Employee disability insurance.
9. Adoption of report and recommendation of Committee on Compensation.
   a. Merit pay program.
   b. Individual compensation matters.
10. Review of Goals I-L of the Five-Year Plan.
11. Appointment of the Nominating Committee.
12. Adoption of the Board meeting calendar for 1983.
13. Preparations for the work of the Board of Finance.
14. Approval of the following salaried appointments:
    Sarah Coats, Bibliographic Searcher, Grade 3, $8987
15. Approval of a fund transfer resolution.
16. Approval of payment of the following bills:

Bond and Interest Redemption Fund	$312,352.76
Library Building & Equipment Fund	2,636.77
Library Improvement Reserve Fund	124,991.60
Gift Fund	20.00
Blue Cross Hospital Service	5,916.20
Lincoln National Life Insurance Co.	2,725.75
PERF-OASI Division	11,099.18
Indiana and Michigan Electric Co.	10,855.43
Indiana Employment Security Division	505.00
Blue Cross Hospital Service	5,871.60

17. Other business.

18. Adjournment.

19. Following adjournment: A demonstration of LIBRIS, an automated on-line library acquisitions system.

AGENDA ITEM 3
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

30 December 1982

The Board met in regular session in the Board Room of the Allen County Public Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 30 December 1982. Members present: Mr. Alan McMahan, Mrs. Rae Gates, Mrs. Patricia Beers, Mrs. Lu Ann Beaman, and Mr. Zohrab Tazian. Mr. McMahan presided.

1. Adoption of the agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 16 November 1982 regular Board meeting. The Board approved the Minutes as submitted.
3. Reception of the financial report of 30 November 1982. The Board received the report. Dr. Ashton also reported preliminary 31 December figures. Personal Services and Current Charges have surpluses. More books have been bought than were budgeted. Contractual Services and Supplies have deficits. Overall surplus is $16,000.
4. Report of the Director. Dr. Ashton reported on the following matters:
   a. Television public service announcements. Channel 15 has been showing a series of announcements.
   b. Friends of the Allen County Public Library New Members Month. A series of activities in January will attempt to boost membership. The Friends will host a table in the lobby on Sundays.
   c. Other. Recent gifts. The Library has been designated as the recipient of memorial gifts in memory of Immogene Brown, an active genealogist. The Fraternal Order of Eagles has donated $100 for large print books, as they have done for nine years. Celia Fay has made a gift of securities. The Friends of the Allen County Public Library have received a gift of securities from the Indiana Bank in the amount of $1000.

10. Review of Goals I-L of the Five-Year Plan. The Board reviewed the listed Goals and Objectives. A brief discussion of fees relating to use of exhibit space was held by the Board.

11. Appointment of the Nominating Committee. Mr. McMahan appointed Mrs. Koehlinger and Mr. Mather as members and Mrs. Gates as Secretary to the Nominating Committee and requested their report at the January 1983 meeting.

12. Adoption of the Board meeting calendar for 1983. The Board adopted the Board meeting calendar for 1983 as circulated.

13. Preparations for the work of the Board of Finance. Mr. McMahan requested that Mr. Mather, Mr. McMahan, Mr. Tazian, and Mrs. Beers be available to meet as a Board of Finance and requested that Dr. Ashton make arrangements for the initial meeting.

14. Approval of the following salaried appointments:

    Sarah Coats, Bibliographic Searcher, Grade 3, Position 577, $8987.

    The Board approved the appointment as submitted.

15. Approval of a fund transfer resolution. The Board approved the fund transfer resolution.

16. Approval of payment of the following bills:

Bond and Interest Redemption Fund	$312,352.76
Library Building and Equipment Fund	2,636.77
Library Improvement Reserve Fund	124,991.60
Gift Fund	20.00
Blue Cross Hospital Service	5,916.20
Lincoln National Life Insurance Co.	2,725.75
PERF-OASI Division	11,099.18
Indiana and Michigan Electric Co.	10,855.43
Indiana Employment Security Division	505.00
Blue Cross Hospital Service	5,871.60
Operating Fund	143,903.69

    The Board approved the bills for payment as submitted.

17. Other business.

    a. Purchase of Downtown Standard Station property. The President, previously authorized to proceed with the acquisition of the

Downtown Standard Station, requested approval of the closing statement. The Board approved the closing statement as submitted.

b. Approval of a lease with Downtown Service Center, Inc. The Board approved the signing of a two-year lease with Downtown Service Center, Inc., at a rental of $1000 per month. William C. Doenges, former manager of the Downtown Standard Station, is the principal in Downtown Service Center, Inc.

18. Adjournment. The Board adjourned.

19. Following adjournment: A demonstration of LIBRIS, an automated on-line library acquisitions system was given in Technical Services.

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Rick J. Ashton
director

AGENDA ITEM: 6
Requested Action: Approval of submission of grant proposal

RETROSPECTIVE BIBLIOGRAPHIC CONVERSION GRANT PROPOSAL

The staff have prepared a grant proposal requesting $258,781 in Library Services and Construction Act funds, federal money granted through the Indiana State Library, for the fiscal year beginning 1 October 1983. For this proposal to become an official request, Board approval is necessary.

The proposed project to be supported is the first year of a two-year retrospective bibliographic conversion. In plain English, this means that we propose to put the older portions of our card catalogs in computer-readable form. We will begin in early 1983 putting our current cataloging activity in machine-readable form. Converting the enormous files which have accumulated during the 90-year existence of the Library is a large task. Very few libraries can even contemplate doing this on their own resources.

During the past two years the Indiana State Library has granted Library Services and Construction Act funds to the Indianapolis-Marion County Public Library, the Lake County Public Library, the Gary Public Library, the Evansville-Vanderburgh County Public Library, the Vigo County Public Library, and the South Bend Public Library for this purpose. These projects are well-advanced, but still incomplete. With the addition of the Allen County Public Library to the list, a single machine-readable bibliographic data base will contain a very large fraction of all the books held in public libraries in Indiana. This single data base will allow for streamlined resource sharing, development of automated tools of various kinds in local settings, and substantial savings in ongoing costs in later years. Of the total requested grant amount, $113,200 is for personnel costs, including terminal operators and supervisors. The remaining $145,581 is for system charges for the OCLC on-line system which will be used in the conversion, telecommunications charges for linkage with that system, and consulting and maintenance fees. Five terminals, property of the Indiana Cooperative Library Services Authority, will be used for the project, at an annual use equivalency of $18,500, and the Allen County Public Library will supply $20,297 in the time of existing staff, travel, equipment, and supplies, totalling $20,297, for a total project cost during the first fiscal year of $297,578. We believe that this will enable us to convert the records pertaining to about half of our collection of 500,000 titles into machine-readable form. A similar, somewhat larger proposal will be made for the succeeding fiscal year, if LSCA funds are still in existence.

We will be happy to answer questions about the proposal, and to supply the full twelve-page document to you at the Board meeting.

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director

AGENDA ITEM: 7
Requested Action: Adoption

REPORT AND RECOMMENDATION OF THE COMMITTEE ON PERSONNEL

A. Sunday operations in 1983. We recommend that the following elements be adopted as standard procedure for personnel-related matters in the operation of the Main Library on Sunday afternoons during 1983.

Hours: 1:00 p.m. to 6:00 p.m.

Staff scheduling: Scheduling will be equitable, with all staff members in the working departments bearing a fair share of Sunday work. So far as possible, schedules will be filled by staff members who volunteer to work Sundays. Department heads will exercise flexibility and good judgment in scheduling, with the goal that no employee be required to work more than half of all Sundays.

Compensation: Full-time employees scheduled to work on Sundays will receive eight hours' pay for five hours' work. Part-time employees scheduled to work on Sunday will receive their regular hourly pay rates.

Conscientious objection: Staff members who object for religious reasons to working on Sunday or on other days of the week will be excused from assignment during these days after filing a declaration of conscientious objection with the Director of the Library.

Dates of Sunday openings: January 9, 16, 23, 30
February 6, 13, 20, 27
March 6, 13, 20, 27
April 10, 17, 24
May 1, 8, 15, 22
September 11, 18, 25
October 2, 9, 16, 23, 30
November 6, 13, 20, 27
December 4, 11, 18

B. Holiday closings for 1983. We recommend adoption of the following list of holiday closings for 1983. This schedule will permit each full-time Library employee to have 6.25 paid holidays, the same level which has prevailed for many years. During each workweek in which a closed day occurs, full-time employees will be scheduled to work 32 hours and part-time employees will be scheduled at the discretion of their managers.

Saturday 1 January	New Year's Day
Sunday 2 January	
Friday 1 April, 12 Noon - 3:00 p.m.	Good Friday
Sunday 3 April	Easter
Sunday 29 May	
Monday 30 May	Memorial Day
Monday 4 July	Independence Day
Monday 5 September	Labor Day
Thursday 24 November	Thanksgiving Day
Saturday 24 December	Christmas Eve
Sunday 25 December	Christmas Day
Monday 26 December	Christmas Legal Holiday

C. Revised sick leave plan. We recommend adoption of the attached revised sick leave plan, developed by the staff and reviewed by the Committee on Personnel.

Committee on Personnel:
George R. Mather, Chairman
Alan McMahan
Rae Gates

21 December 1982

To: The Personnel and Compensation Committees of the Board of Library Trustees
From: Rick J. Ashton, Charlene P. Holly
Re: Proposed sick leave policy

Policy

Each full-time employee will earn one (1) working day of paid sick leave for each full calendar month worked or during which an employee is absent on paid vacation or sick leave, to a maximum of ten (10) working days of paid sick leave per year. A beginning full-time employee may not use earned sick leave until after the ninetieth (90th) day of full-time employment. Sick leave not used will accumulate to a maximum of sixty-five (65) working days.

Temporary employees are not eligible to earn paid sick leave.

Conditions for use of sick leave

Sick leave will be granted under the following conditions:

1. For the absence of the employee due to his or her own illness, injury, or medical confinement or disability.

2. For the absence of the employee for medical or dental appointments which cannot be made on the staff member's own time. Absence for medical or dental appointments or treatment must be arranged with the employee's immediate supervisor prior to the absence.

Sick leave with pay will be granted only after the leave has been earned.

The minimum amount of sick leave which can be reported for any allowable absence is one-half (½) day.

An employee who comes to work and leaves because of illness will be charged one-half (½) day of sick leave.

Recordkeeping

Each supervisor and manager will keep a record of sick leave available to and used by each staff member whom he or she supervises. Use of sick leave will be reported to and recorded by the Financial Office at the end of each pay period.

Extended absence

The Library may require a medical certificate at any time.

In the case of an extended medical absence during which the employee's accumulated sick leave is exhausted, available earned vacation time will be applied to the remaining days of absence.

When an employee anticipates an absence from work of longer than five (5) days for medical reasons, the employee should inform his or her supervisor and the Personnel Manager so that appropriate plans may be made to continue the employee's work during the absence.

Long-term disability

In conjunction with its sick leave policy, the Library provides long-term disability insurance for its full-time employees. This insurance becomes effective after the ninetieth (90th) day of disability. After this time, the disability insurance will provide a benefit to each employee of 60% of regular monthly earnings to a maximum monthly benefit of $2,500. Full details of this plan are contained in a booklet distributed to all full-time employees.

If an employee with one (1) year of service or more exhausts his or her accumulated sick leave and available vacation time before the ninetieth (90th) day, the Library will pay the employee 70% of regular monthly earnings to the ninetieth (90th) day of disability.

Administration

The administration and interpretation of this policy is the responsibility of the Personnel Manager.

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Rick J. Ashton
director

AGENDA ITEM: 8
Requested action: Adoption

REPORT AND RECOMMENDATION OF THE COMMITTEE ON INSURANCE

A. Health insurance. We recommend that the Library continue its present contract with Blue Cross/Blue Shield, as adopted at the October Board meeting.

B. Employee term life insurance. We recommend that the Library contract with Mutual Benefit to provide group term life insurance for all full-time Library employees under the following benefit structure:

Employees	Death Benefit
Grades 1 and 2	$ 10,000
Grades 3 and 4	15,000
Grade E	25,000
Grade 7	30,000
Grade 8	50,000
Grade 9	100,000

Anticipated cost for this program for 1983 is $13,700.

C. Employee long-term disability insurance. In coordination with a revised sick leave plan, we recommend that the Library contract with Mutual Benefit to provide long-term disability insurance for all full-time employees. After the 90th day of disability, a disabled employee would receive 60% of regular earnings to a maximum monthly benefit of $2,500. The insurance policy would provide for disability payments to a disabled employee to age 65, coordinated and integrated with Social Security disability benefit payments. Anticipated cost for this coverage for 1983 is $10,645.

Committee on Insurance:
Zohrab K. Tazian, Chairman
Mary Koehlinger
Patricia Beers

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Rick J. Ashton
director

AGENDA ITEM: 9
Requested Action: Adoption

REPORT AND RECOMMENDATION OF THE COMMITTEE ON COMPENSATION

A. Merit pay program. We recommend adoption of the attached merit pay program as standard operating procedure for 1983.

B. Individual compensation matters. We recommend adoption of the individual compensation plans detailed in the attached documents.

Committee on Compensation:
George R. Mather, Chairman
Alan McMahan
Lu Ann Beaman

30 December 1982

THE 1983 MERIT PAY PROGRAM

Purpose: The public will be best served by the Allen County Public Library when the staff of the Library exhibits creativity, initiative, energy, diligence, thoroughness, cooperation, and other characteristics of excellent work. In order to recognize, reward, and encourage excellent work by the staff, the Board of Library Trustees has allocated for 1983 the sum of $20,000, within the payroll budget appropriation, to support a merit pay program in 1983. This document sets forth the assumptions and procedures which will govern the administration of the merit pay program in 1983.

Achievements: Employee achievements which significantly advance the Library's mission to inform, educate, entertain, and enrich the life of the community will be the focus of the merit pay program. These may include significant improvements in individual or group productivity; activities which result in significant cost savings; development of new services, audiences, or programs; improved efficiency; excellent performance in teaching or leading other employees; significant enhancements in public understanding and use of the Library; and achievements which significantly fulfill the goals and objectives of the Five-Year Plan. Routine work competently done, perfect attendance, or other activities considered to be part of the responsibility of all employees will not result in positive consideration for merit pay.

Eligibility: All employees of the Allen County Public Library may be considered for merit pay.

Merit Pay Defined: Merit pay is an increase in an individual's compensation for the present calendar year, made in recognition of excellent current work achievement. It is paid to the employee during the remaining part of the year in which it is granted. It does not become a part of the employee's salary for determination of possible salary increases in subsequent years.

Initiating a Merit Pay Request: Any Library employee may recommend any Library employee, including himself or herself, for merit pay at any time. The employee may initiate the process of consideration by writing to the Director of the Library or by discussing the recommendation with the Director.

Consideration of Recommendations for Merit Pay: Upon receiving a recommendation for merit pay, the Director will review the recommendation with the person making it, with the individual for whom merit pay is being recommended, and with a Merit Pay Advisory Committee composed of knowledgeable persons outside the Library staff. Employees may submit evidence to support the recommendation.

In considering the appropriateness of the recommendation, the Director and the Merit Pay Advisory Committee will take into account the following questions: Has the work of the person being recommended significantly improved Library service to the public? Has the person's work improved internal Library efficiency or effectiveness? Has the person's work saved the Library money? Has the person's work resulted in an improved

public perception of the Library? Has the person's work brought new users in to the Library? Has the person's work resulted in attainment of goals or objectives of the Five-Year Plan? Has the person's achievement positively affected the work of other staff members? Will the impact of the person's achievement be ongoing?

As soon as possible after receiving a recommendation for merit pay, the Director and the Merit Pay Advisory Committee will make a determination and communicate it in writing. If they have determined that the employee should receive merit pay, the communication will be directed to the Board of Library Trustees for approval of merit pay in a specified amount. If they have determined that the employee should not receive merit pay, the response will be in a letter to the employee, explaining the determination and suggesting areas of potential improvement.

Board Approval: As in all other compensation matters, the Board of Library Trustees has final authority concerning merit pay. After Board approval of merit pay for a specific employee in a specific amount, the pay will go into effect as soon as possible.

Amounts of Merit Pay: During 1983 merit pay amounts will be no less than $500 and no more than $1500.

Recognition: The Library will communicate to the individual employee, the entire staff, the Board of Library Trustees, and the public the achievements which have made a merit pay award appropriate.

Evaluation of the Merit Pay Program: The Library will evaluate the effectiveness of the merit pay program at the end of 1983. The primary concern of the evaluation process will be to determine the degree to which the purpose of the program, improved service to the public, has been achieved.

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Rick J. Ashton
director

COMPENSATION OF LIBRARY BOARD ATTORNEY

The Committee on Compensation recommends the employment of G. Stanley Hood of the firm of Grossman, Boeglin, Gehring, and Hood as attorney to the Board at an hourly fee of $65 for the period 1 January 1983 - 31 December 1983. This arrangement is the same as the arrangement in force during 1982.

COMPENSATION OF LIBRARY CONSULTING ENGINEER

The Committee on Compensation recommends the employment of C. David Coil of Coil and Dickmeyer, Inc., as consulting engineer to the Library, at a fee of $100 per month, plus $40 per hour for inspection trips of more than one hour in length, for the period 1 January 1983 - 31 December 1983. This represents no change from the agreement in force during 1982.

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director

AGENDA ITEM: 12
Requested Action: Adoption

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Calendar of Regular Board Meetings, 1983

All meetings are on the fourth Thursday of the month at 3:00 p.m., with the exception of November, which is on the fifth Tuesday of the month.

27 January	Main Library
24 February	Main Library
24 March	Main Library
28 April	Tecumseh Branch Library
26 May	Georgetown Branch Library
23 June	Monroeville Branch Library
28 July	New Haven Branch Library
25 August	Main Library
22 September	Little Turtle Branch Library
27 October	Harlan Branch Library
29 November	Main Library
22 December	Main Library

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director

AGENDA ITEM: 13
Requested Action: Schedule meetings

PREPARATIONS FOR ACTIONS AS BOARD OF FINANCE

The attached memo from the Indiana State Library explains in detail the responsibilities of the Library Board as a Board of Finance. This complicated activity is for the purpose of selecting and allocating public depositories. The entire activity, which requires two meetings, is a formality.

STATE OF INDIANA

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204
(317) 232-3675

Charles Ray Ewick, Director

DIVISIONS:
BLIND AND PHYSICALLY HANDICAPPED
CATALOG
DATA SERVICES
EXTENSION
GENEALOGY
INDIANA
REFERENCE AND LOAN

December 10, 1982

Memo To: Public Library Directors

From: Extension Division
Indiana State Library

Re: DESIGNATION OF DEPOSITORIES

Every two years libraries are required to designate official depositories for library funds according to the procedure outlined in IC 5-12-1.

After January 3 and on or before January 17. The library board meets for the purpose of organizing as a board of finance. It elects a president and secretary of the board.

January 19. Last day for secretary to mail notices to depositories inviting proposals for the deposit of library funds. The notice is to be sent to each bank or trust company located in the library taxing district. If no bank or trust company is located in the library taxing district then a proposal is to be invited from one or more banks or trust companies located in the county (Notices do not have to be sent to building and loan or savings and loan associations.)

The notice is to be sent by registered mail, return receipt requested, and the receipt is to be filed along with the other records of the proceedings of the board of finance. Notices are to be mailed 20 days prior to February 8.

After February 7 and on or before February 21. The library board of finance will meet for the purpose of opening the proposals and designating depositories for the ensuing two years.

Except where the depositories for the public funds at the disposal of the several boards of finance within the county have been agreed upon pursuant to IC 5-12-1-13, any bank or trust company, which has filed a proposal to receive on deposit public funds of the library district in which its place of business is located, shall be designated as a depository for such public funds.

If two or more depositories are designated and if one or more has its principal office located outside the territorial limits of the library district but has a branch or branches located within such library district, the public funds shall be deposited and the balance maintained in each depository having its principal office or branch or branches located within the library district, as nearly as practicable, in the proportion that the deposits within the territorial limits of the library district in each such depository, less public funds on deposit, bears to the total deposits within the territorial limits of such library district, less public funds on deposit, in all depositories having a principal office branch therein.

Otherwise, the public funds shall be deposited and the balance maintained in each depository, as nearly to the proportion that the total resources of such depository bears to the total resources of all designated depositories. "Total resources" would be the total on deposit in such depository.

NOTE: In order to be considered by the library for investment purposes qualified building and loan associations and savings and loan associations must also submit proposals on State Board of Account Form SBD 2-SL (1980) to the local library board of finance before the meeting in which depositories are designated.

A library is not required to designate as a depository any building and loan or savings and loan association which submits a proposal. However, if the board of finance decides to award contract(s) to building and loan associations(s) and/or savings and loan association(s), investments made in such institutions may not exceed either the maximum amount to which their public funds accounts are insured by the Federal Savings and Loan Insurance Corporation ($100,000) or the amount which the building and loan or savings and loan would be entitled to if the building and loan or savings and loan were a duly designated depository.

* * * * * * * * * * *

Complete instructions are on the forms supplied to banks by the State Board for Depositories, 242 State House, Indianapolis, 46204. After the completion of agreements and contracts, be sure to mail

1 copy to the bank
1 copy to the State Board for Depositories on or before March 12 and
Retail 1 copy for your files

Questions concerning proper procedures may be directed to the Extension Division, the State Board of Accounts (232-2521), or the Department of Financial Institutions (232-3955)

ED/ISL
1/83

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
1 SERVICES PERSONAL		
12 Salary of Assistants		
122 Substitute and Part Time	121,886.78	121,886.78
14 Other Compensation		
141 Technical and Professional	2,767.98	2,767.98
TOTAL	$124,654.76	$124,654.76
2 SERVICES CONTRACTUAL		
21 Communication and Transportation		
213 Telephone Tolls and Telegrams	5,394.69	5,394.69
214 Professional Meetings	4,263.32	4,263.32
22 Heat, Light, Power and Water		
221 Electric Current	39,984.83	39,984.83
225 Sewer	76.92	76.92
23 Printing and Advertising		
231 Advertising and Publication of Notices	364.21	364.21
24 Repairs		
241 Buildings and Structures	8,008.16	8,008.16
25 Services, Other Contractual		
256 Service on Mechanical Equipment	5,722.10	5,722.10
TOTAL	$63,814.23	$63,814.23
3 SUPPLIES		
31 Office Supplies		
313 Other Office Supplies	3,548.05	3,548.05
32 Other Supplies		
321 Other Library Supplies	10,071.79	10,071.79
322 Janitors Supplies	11,205.75	11,205.75
33 Coal, Fuel Oil and Gas	2,972.13	2,972.13
TOTAL	$27,797.72	$27,797.72

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
7 PROPERTIES		
72 Equipment		
721 Furniture	2,823.27	2,823.27
722 Office	2,939.28	2,939.28
724 Other Equipment	2,593.95	2,593.95
73 Books, Periodicals, Newspapers, Audio-Visual Materials	58,033.96	58,033.96
TOTAL	$66,390.46	$66,390.46
GRAND TOTAL	$282,657.17	$282,657.17

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT REDUCED
1 SERVICES PERSONAL		
12 Salary of Assistants		
121 Regular Assistants	109,000.00	109,000.00
13 Wages of Janitors	47,000.00	47,000.00
TOTAL	$156,000.00	$156,000.00
2 SERVICES CONTRACTUAL		
24 Repairs		
243 Rebinding and Repair of Books	13,000.00	13,000.00
25 Services, Other Contractual		
252 Labor	4,600.00	4,600.00
253 Rental on Equipment	9,057.17	9,057.17
TOTAL	$26,657.17	$26,657.17
5 CURRENT CHARGES		
51 Insurance and Bond Premiums	21,075.00	21,075.00
52 Rents	11,625.00	11,625.00
54 Dues	2,000.00	2,000.00
55 Employers Contribution, Retirement, O.A.S.I.	31,000.00	31,000.00
58 Unemployment Tax	24,300.00	24,300.00
TOTAL	$90,000.00	$90,000.00

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT REDUCED
7 PROPERTIES		
72 Equipment		
723 Cars	10,000.00	10,000.00
TOTAL	$10,000.00	$10,000.00
GRAND TOTAL	$282,657.17	$282,657.17

Presented to the Allen County Public Library Board, read in full and adopted this 30th day of December, 1982 by the following aye and nay vote.

Nay	Aye
	[illegible]
	[illegible]
	Dean McMahan
	Sue Ann Seaman
	Ron Gates

ATTEST:

Patricia M. Beer

Secretary of Board of Trustees

C E R T I F I C A T E

I, THE UNDERSIGNED Patricia Beers OF THE ALLEN COUNTY
Secretary
PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF ALLEN COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF THE ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, AT A MEETING HELD ON DECEMBER 30, 1982.

DATED THIS 30th DAY OF December, 1982.

ALLEN COUNTY PUBLIC LIBRARY

Secretary

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

December 30, 1982

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

NOVEMBER 1982

Main Library Fines		$2,261.86
Georgetown Branch Library	935.69	
Hessen Cassel Branch	320.65	
Little Turtle Branch	402.75	
Pontiac Branch	26.53	
Shawnee Branch	386.36	
Tecumseh Branch	293.85	
Waynedale Branch	260.51	
Harlan Branch	20.00	
New Haven Branch	166.00	
Monroeville Branch	34.00	
Woodburn Branch	41.00	
Bookmobile #2	60.00	
Bookmobile #4	27.50	
Bookmobile #7	15.95	2,990.79
Rent (Tri-Alsa Nov. & Dec.)		600.00
Copier Receipts		8,273.48
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (H & W)		3,647.35
Insurance Claim		575.09
Allen Superior Court - restitution		150.00
Subscription Fees		220.00
Lincoln Nat. Life FICA Refund		194.61
Telephone Pay Station Commission		29.64
Book Bag Receipts		42.40
Piano Fees		20.00
Mileage - Ashton		52.80
Books		137.54
Reserve Postals		21.00
Pamphlets & Catalogs		36.96
Subscription Refund		9.75
UPS - C.O.D.		3.28
Old Newspaper Receipts		17.00
		$21,283.55

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

December 30, 1982

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES NOVEMBER 15 - DECEMBER 15, 1982

Nov.	15	Librarian's expense (Kaye)	214	9.78
		Librarians expense (Plymouth)	214	10.54
	16	Film	323	3.69
	22	Fibre Foam packing	321	9.66
	24	Gasoline	215	15.00
Dec.	9	Games & crafts	321	13.19
	10	Diskettes	321	9.00
	15	Crafts	321	4.84
				$75.70

APPROVED
[illegible]
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills — December 30, 1982

AMOCO Oil Company	Purchase of the property at the corner of Ewing and Washington	$110,000.00
Dale's Sales Agency	Balance of 10% on Georgetown Branch Roof contract	1,872.20
Joe Goldstine & Son, Inc.	Appraisal for 348 West Washington	850.00
Grossman, Boeglin, Gehring and Hood	Professional services rendered Re: Purchase of Standard Oil Property	96.00
Industrial Piping & Engineering Corp.	Electrostatic water treatment system and replacement gas and oil burners	3,623.40
Johnson Controls, Inc.	Energy management system payment	8,550.00
		$124,991.60

Robert S. Ben

Gabriel K. Fagan

Dean McKehan

Lu Ann Seaman

Ron Hess

APPROVED

Dell J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — December 30, 1982

B & J Photo, Inc.	3 Panasonic VHS Recorder/ Players	$1,485.00
Bytrex, Inc.	Switch Box	9.95
Lewis & Christen Office Products Center	Borroughs Bookcase	125.82
Wico Television Service Center	3 Zenith Color TV	1,016.00
		$2,636.77

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

BOND AND INTEREST REDEMPTION FUND

Public Library Bills		December 30, 1982
Fort Wayne National Bank	Bonds and coupons due January 1, 1983	$174,715.00
Lincoln National Bank & Trust Company	Bonds and coupons due January 1, 1983	137,637.76
		$312,352.76

Linda Sim

Gabriel K. Tazian

Dean McMahan

Lu Ann Lyman

Ron Tales

APPROVED

Rick J. Altton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills December 30, 1982

Kmart	Christmas tree - partial payment	$20.00

Patricia Bess

Gertrude K. Tassins

Dean McMahan

LuAnn Freeman

Rae Yates

APPROVED

Rick J. Ahlfeld

DIRECTOR

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